

S t u d e n t S u c c e s s

SHORELINE UNIFIED SCHOOL DISTRICT BOARD OF TRUSTEES REGULAR MEETING

AGENDA

Thursday, January 18, 2018

WEST MARIN SCHOOL
11550 State Route 1, Point Reyes

1. Formal opening and call to order 5:00 p.m. – Small Gym
2. Roll call
3. Approval and adoption of agenda ACTION
4. Announcement regarding closed session items
5. Comments from the public on closed session items
6. Recess to closed session

CLOSED SESSION: ~5:10 p.m. Staff Room

With respect to every item of business to be conducted in closed session pursuant to Government Code:

- 54957: Public Employee Performance Evaluation: Superintendent
- 54957.6: Conference with Labor Negotiator, Bob Raines, regarding classified employees negotiations

RECONVENE TO PUBLIC SESSION: 6:00 p.m. Small Gym

We welcome you to this evening's meeting. The public may provide information and ask questions relevant to agenda items at the time those items are under consideration. We would appreciate it if you would identify yourself by name when addressing the Board. Speakers are limited to four minutes each. Copies of the agenda are located on the agenda table.

General Functions

7. Flag salute
8. Announcement of any reportable action taken in closed session
9. Student representative report INFORMATION
10. Consent agenda ACTION

The consent agenda is a group of routine items that are approved by a single Board action. They are grouped together for a single decision in order to save time. A Board member, the superintendent or a person in the audience may ask that any item be removed and acted upon separately.

- 10.1 Minutes: Approve minutes of December 14, 2017, regular meeting
 - 10.2 Warrants: General
 - 10.3 Acceptance of gifts: To: Tomales Elementary Sports Program, Church of the Assumption donated \$500
 - 10.4 Ratify the Superintendent's appointment of Leland Kinard as assistant transportation director, five days per week, eight hours per day, effective January 8, 2018
 - 10.5 Approve Superintendent Bob Raines and Trustee Tim Kehoe to attend the 2018 National Association of Federally Impacted Schools Conference from March 18-20, 2018, in Washington, D.C.; conference cost \$1,000, hotel cost \$3,000, airfare cost \$1,500 plus additional expenses for parking and taxi's etc
 - 10.6 Approve Sally Mazzucchi's request to extend her temporary leave of absence through June 2018
11. Persons desiring to address the Board on items not on the agenda. The Board will listen to your comments but are unable to engage in a discussion.

Curriculum and Instruction

- | | |
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| 12. Principals' report | INFORMATION |
| 13. Superintendent report | INFORMATION |
| 14. Board of Trustees' report | INFORMATION |

Finance and Business

- | | |
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| 15. Chief Business Official report | INFORMATION |
| 16. Establish Board committee members | INFORMATION |
| 17. Review and accept the June 30, 2017, Annual Financial Report from Christy White Associates | ACTION |
| 18. Review and discuss the 2016 Fiscal Crisis & Management Assistance Team (FCMAT) report | DISCUSSION |

Employees

- | | |
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| 19. Discuss recruitment of the chief business official position | DISCUSSION |
| 20. Consider approval of Keith Muelrath as the head varsity softball coach for the 2017-18 school year | ACTION |

Auxiliary

- | | |
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| 21. Communications | |
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Adjournment

Written materials for open session items that are distributed to the Board of Trustees within 72 hours of the board meeting are available for public inspection immediately upon distribution at the district office, 10 John Street, Tomales

In compliance with the Americans with Disabilities Act, for those requiring special assistance to access the Board meeting room, to access written documents being discussed at the Board meeting, or to otherwise participate at Board meetings, please contact Jeannie Moody at (707) 878-2225 for assistance. Notification at least 48 hours before the meeting will enable the District to make reasonable arrangements to ensure accessibility to the Board meeting and to provide any required accommodations, auxiliary aids or services.

SHORELINE UNIFIED SCHOOL DISTRICT
2018 REGULAR BOARD MEETING CALENDAR

January 18, 2018	-	West Marin School
February 15, 2018 (8:30 am)	-	Tomales High School
March 15, 2018	-	West Marin School
April 19, 2018	-	Tomales High School
May 17, 2018	-	Bodega Bay School
May 24, 2018	-	West Marin School
June 21, 2018	-	Tomales High School
July 19, 2018	-	West Marin School
August 16, 2018	-	Tomales High School
September 20, 2018	-	West Marin School
October 18, 2018	-	Tomales Elementary School
November 15, 2018	-	West Marin School
December 13, 2018	-	Tomales High School

All regular Board meetings begin at 5:00 p.m. then recess to closed session. Public session reconvenes at 6:00 p.m.; except for the February meeting which will be held at 8:30 a.m. All regular Board meetings will be on the third Thursday of the month; except for the December meeting, which will be on the second Thursday. An additional meeting has been added on May 24 for the Local Control Accountability Plan (LCAP) Public Hearing.

SPECIAL MEETINGS

Special meetings/workshops/forums will be scheduled on a case-by-case basis as needed.

Adopted by the Board: December 14, 2017

**SHORELINE UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES**

2018

PRESIDENT	JILL MANNING-SARTORI
VICE PRESIDENT	CLARETTE MCDONALD
CLERK	AVITO MIRANDA
BOARD REPRESENTATIVE	JIM LINO
TRUSTEE	TIM KEHOE
TRUSTEE	JANE HEALY
TRUSTEE	VONDA FERNANDES
STUDENT REPRESENTATIVE	LAUREN NUNES
SECRETARY	BOB RAINES

**SHORELINE UNIFIED SCHOOL DISTRICT
MINUTES OF THE REGULAR MEETING
DECEMBER 14, 2017**

UNAPPROVED MINUTES

A regular meeting of the Shoreline Unified School District Board of Trustees was held at Tomales High School on Thursday, December 14, 2017.

1. President Jill Manning-Sartori called the meeting to order at 5:03 p.m.
2. Board members present: Jill Manning-Sartori, Jane Healy, Clarette McDonald, and Vonda Fernandes. Jim Lino arrived at 5:04 p.m. and Tim Kehoe arrived at 5:07 p.m. Avito Miranda was absent. Staff present: Amanda Mattea, Adam Jennings, Matt Nagle, Bob Raines, Bruce Abbott, and Jeannie Moody.
3. Approved and adopted the agenda.
(Healy/McDonald AYES: Healy/Fernandes/Lino/McDonald/Manning-Sartori
NOES: None ABSENT: Kehoe/Miranda ABSTAIN: None) Motion passes.
4. Announced closed session items: 54957.6-Conference with labor negotiator, Bob Raines regarding classified employees negotiations and 54957-Public Employee Performance Evaluation-Principals.
5. No comments from the public on closed session items.
6. Recessed to closed session at 5:05 p.m.
7. Reconvened to public session at 6:07 p.m.
8. No reportable action was taken in closed session.
9. Presentation of Shoreline's students of the month for December 2017.
10. Student representative report was given by Lauren Nunes.
11. Consent Agenda
 - 11.1 Approved minutes of November 16, 2017, regular meeting.
 - 11.2 Approved warrants: General.
 - 11.3 Accepted gifts: To: West Marin School – John Boos (kitchen Enthusiasts) donated a bakers table with wooden top valued at \$500 for the Art Department.
 - 11.4 Superintendent Bob Raines ratified the appointment of Peggy Reina as instructional assistant at West Marin School, five days per week, four hours per day, effective December 18, 2017.
 - 11.5 Approved Virginia Geoghegan to attend the National Arts Educator Conference in Seattle, Washington from March 22-24, 2018, at an estimated cost of \$549.
 - 11.6 Superintendent Bob Raines accepted the resignation letter from Enriqueta Lavarta from her position as a bilingual tutor at Tomales Elementary School, effective December 30, 2017.
(Healy/Fernandes AYES: Healy/Fernandes/Kehoe/Lino/Manning-Sartori/McDonald
NOES: None ABSENT: Miranda ABSTAIN: None) Motion passes.
12. Dolores Gonzalez and Dan Wood addressed the Board on items not on the agenda.

Curriculum and Instruction

13. Principals' presented slideshows on connecting kids with community, curricular field trips, job shadowing and FFA convention.
14. Superintendent Bob Raines reported on several upcoming events, meetings and projects happening throughout the District.
15. Board of Trustees' had nothing to report.

16. No complaints were reported on the Quarterly Williams Uniform Complaints.

17. Reviewed the Interdistrict Transfer Attendance report.

Finance and Business

18. Chief Business Official Bruce Abbott reported that this will be his last board meeting. He was thankful for the honor to work for Shoreline USD.

19. Approved the contract with Ryland Consulting for an interim chief business official, not to exceed \$145 per hour. Ormides Trujillo will work three days per week and will be reimbursed for mileage and lodging. (Kehoe/Healy AYES: Healy/Fernandes/Kehoe/Lino/Manning-Sartori/McDonald NOES: None ABSENT: Miranda ABSTAIN: None) Motion passes.

20. Approved authorization of the Superintendent to solicit quotes for the purchase of a new school bus. (Healy/McDonald AYES: Healy/Fernandes/Kehoe/Lino/Manning-Sartori/McDonald NOES: None ABSENT: Miranda ABSTAIN: None) Motion passes.

21. Reviewed the Annual Accounting of Developer Fees.

22. Approved the second updates to the 2017-18 budget. (Kehoe/McDonald AYES: Healy/Fernandes/Kehoe/Lino/Manning-Sartori/McDonald NOES: None ABSENT: Miranda ABSTAIN: None) Motion passes.

23. Approved First Interim Budget Report ending October 31, 2017, with a positive certification. (Healy/McDonald AYES: Healy/Fernandes/Kehoe/Lino/Manning-Sartori/McDonald NOES: None ABSENT: Miranda ABSTAIN: None) Motion passes.

24. Discussed student safety.

Employees

25. Approved the Assistant Transportation Director classified management position/job title. (Healy/Manning-Sartori AYES: Healy/Fernandes/Kehoe/Lino/Manning-Sartori/McDonald NOES: None ABSENT: Miranda ABSTAIN: None) Motion passes.

Auxiliary

26. No communications.

Annual Organizational Meeting began at 7:45 p.m.

1. Election of Board President for 2018 - Jill Manning-Sartori
2. Election of Board Vice President for 2018 - Clarette McDonald
3. Election of Board Clerk for 2018 - Avito Miranda
4. Appointment of Board Representative for 2018 - Jim Lino
5. Established dates, times and locations for 2018 board meetings
6. Established board committee members

Adjournment: 8:15 p.m.

Respectfully submitted,

Bob Raines, Superintendent

Adopted by the Board:

Shoreline Unified School District

Warrant Recap

January 18, 2018

<u>Fund #</u>	<u>Fund Name</u>	<u>Amount</u>
1	General Fund	480,009.39
11	Adult Education Fund	-
12	Child Development Fund	11,867.98
13	Cafeteria Fund	39,691.97
14	Deferred Maintenance Fund	128,353.30
25	Capital Facilities Fund	-
73	Scholarship Fund	-
74	Special Education Trust Account	-

Marin County Office of Education
 COMMERCIAL WARRANT REGISTER
 FOR WARRANTS DATED 12/01/2017

DISTRICT: 064 SHORELINE UNIFIED SCHOOL DIST.
 BATCH: 0031 dd 113017
 FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR	NAME (REMIT)	REQ#	REFERENCE LN	FD RESC Y	OBJT SO GOAL	FUNC LOC ACT GRP	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	DESCRIPTION	AMOUNT
20181722	070602/	AUS WEST LOCKBOX										
	180030	PO-180014	1.	01-0000-0-5520.00-0000-8200-107-000-000					79119072			530.73
	180054	PO-180110	2.	01-0000-0-5520.00-0000-8200-108-000-000					792119074			84.90
	180149	PO-180121	1.	01-0000-0-5840.00-0000-8200-420-000-000					792119076			1,328.11
				WARRANT TOTAL								\$1,943.74
20181723	001046/	STEFFAN P O'NEILL										
	980829	PO-180716	1.	01-6264-0-5200.00-1110-2140-700-000-000							CONF REIMBURSEMENT	196.00
				WARRANT TOTAL								\$196.00
20181724	004431/	LAURIE SCHMITT										
	980779	PO-180722	1.	01-9641-0-4300.00-8100-5000-105-324-000							SEES CANDY FUNDRAISER	663.75
				WARRANT TOTAL								\$663.75

*** FUND TOTALS ***

TOTAL NUMBER OF CHECKS:	3	TOTAL AMOUNT OF CHECKS:	\$2,803.49*
TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*
TOTAL PAYMENTS:	3	TOTAL AMOUNT:	\$2,803.49*

DISTRICT: 064 SHORELINE UNIFIED SCHOOL DIST.
 BATCH: 0032 dd 120617
 FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE	LN	FD	RESC	Y	OBJT	DEPOSIT TYPE SO GOAL FUNC LOC ACT GRP	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
20182480	070509/	HEIDI ALVES-COSTANZO									
	980850	PO-180749	1.	01-0000-0-5200.00-0000-2700-420-000-000						OCTOBER MILEAGE	67.30
	980865	PO-180755	1.	01-0000-0-5200.00-0000-2700-420-000-000						TOLL, PARKING	16.15
	980865		2.	01-1100-0-4300.00-0000-2700-420-000-000						STATIONARY	48.46
										WARRANT TOTAL	\$131.91
20182481	071171/	MATTEA AMANDA MASSEY									
	180377	PO-180357	1.	01-1100-0-4300.00-0000-2700-105-000-000						TSHIRTS	389.19
	980831	PO-180725	1.	01-9642-0-4300.00-1110-1010-107-144-000						LUNCH FOR WMS&TES, ART SUPPLY	134.97
										WARRANT TOTAL	\$524.16
20182482	003189/	ANCHOR ELECTRIC									
	980868	PO-180765	1.	01-0000-0-5840.00-0000-8110-108-000-000					3159		1,024.65
	180355	PO-185037	1.	01-0000-0-5840.00-0000-8110-420-000-000					3152		37.57
										WARRANT TOTAL	\$1,062.22
20182483	070762/	LUIS BURGOS									
	980796	PO-180713	1.	01-9642-0-4300.00-8100-5000-108-144-000						LUNCH WITH KELLI LEAVELL	50.22
	980835	PO-180741	1.	01-1100-0-4300.00-0000-2700-108-000-000						TECH SUPPLIES & LUNCH	153.62
										WARRANT TOTAL	\$203.84
20182484	002343/	CALIF STATE DEPT OF JUSTICE									
	180228	PO-180243	1.	01-0000-0-5821.00-0000-7100-700-000-000					253429		64.00
										WARRANT TOTAL	\$64.00
20182485	071189/	VERONICA CERVANTES									
	980823	PO-180733	1.	01-1100-0-4300.00-1110-1010-420-000-000						ART SUPPLIES, TONER, CHART PAP	128.01
										WARRANT TOTAL	\$128.01
20182486	071201/	VANESSA CORRIGAN									
	980827	PO-180742	1.	01-0000-0-5200.00-1110-1010-420-000-000						OCT MILEAGE	17.12
										WARRANT TOTAL	\$17.12
20182487	001270/	NANCY A CRIVELLI									
	980836	PO-180743	1.	01-1100-0-4300.00-0000-2700-108-000-000						STAFF LUNCHES	27.25

DISTRICT: 064 SHORELINE UNIFIED SCHOOL DIST.
 BATCH: 0032 dd 120617
 FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE	LN	FD	RESC	Y	OBJT	SO	GOAL	FUNC	LOC	ACT	GRP	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
WARRANT TOTAL																\$27.25
20182488	003834/	CROWN TROPHY PETALUMA														
	180233	PO-180223	1.	01	0000	0	4300	00	0000	7110	700	000	000		27131	13.49
WARRANT TOTAL																\$13.49
20182489	071027/	JENNIFER DEVINE														
	980840	PO-180728	1.	01	0000	0	5840	00	1110	1010	700	000	000		INV-258	300.00
WARRANT TOTAL																\$300.00
20182490	070851/	MARIA DIAZ														
	980680	PO-180587	1.	01	6500	0	5840	00	5770	3600	700	758	000		OCT MILEAGE	513.60
	980680		1.	01	6500	0	5840	00	5770	3600	700	758	000		NOV MILEAGE	481.50
WARRANT TOTAL																\$995.10
20182491	070989/	EVERBANK COMMERCIAL FINANCE														
	980615	PO-180506	1.	01	0000	0	5605	00	1110	1010	107	000	000		20206854	335.58
	980614	PO-180512	1.	01	0000	0	5605	00	1110	1010	107	000	000		20219663	244.92
	980638	PO-180568	1.	01	0000	0	5605	00	1110	1010	107	000	000		20219679	335.58
	980768	PO-180660	1.	01	0000	0	5605	00	0000	7200	700	000	000		20210105	158.89
	980787	PO-185057	1.	01	0000	0	5605	00	0000	7200	700	000	000		20210105	273.44
	980787		1.	01	0000	0	5605	00	0000	7200	700	000	000		20210105	225.76
WARRANT TOTAL																\$1,574.17
20182492	004075/	FIRST NATIONAL BANK OMAHA														
	180385	PO-180280	1.	01	0000	0	5839	00	0000	7200	700	000	000		INTEREST	11.63
	180385		1.	01	0000	0	5839	00	0000	7200	700	000	000		INTEREST	22.90
	980566	PO-180477	1.	01	0000	0	5840	00	0000	7200	700	000	000		242707472930116748831701	29.90
	980872	PO-180767	1.	01	0000	0	4300	00	0000	7200	700	000	000		24445007293500393545978	39.67
WARRANT TOTAL																\$104.10
20182493	001624/	DOLORES GONZALEZ														
	980740	PO-185053	1.	01	0000	0	5200	00	1110	1010	106	000	000		AUGUST MILEAGE	21.40

DISTRICT: 064 SHORELINE UNIFIED SCHOOL DIST.
 BATCH: 0032 dd 120617
 FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	FD	RESC	Y	OBJT	SO	GOAL	FUNC	LOC	ACT	GRP	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
WARRANT TOTAL															\$21.40
20182494	070988/	KIM HARVELL													
	980797	PO-180714	1.	01-3010-0-4300.00-8100-5000-108-000-000										CAFECITO	16.47
	980794	PO-180717	1.	01-1100-0-4300.00-1110-1010-108-000-000										DIA DE LOST MUERTOS	14.01
WARRANT TOTAL															\$30.48
20182495	070551/	KELSY HENKE													
	980627	PO-180530	1.	01-1100-0-4300.00-1110-1010-108-000-000										EARTH SCIENCE NOTEBOOK	33.99
	980862	PO-185060	1.	01-0000-0-5200.00-1110-1010-108-000-000										OCT MILEAGE	37.45
WARRANT TOTAL															\$71.44
20182496	070750/	ADAM JENNINGS													
	980824	PO-180752	1.	01-0000-0-5200.00-0000-2700-420-000-000										CONFERENCE, PARKING	221.11
WARRANT TOTAL															\$221.11
20182497	070825/	MERYL JUNIPER													
	980792	PO-180723	1.	01-9040-0-4300.00-1110-1010-105-000-000										SCRAPS, TOOLS	64.18
	980830	PO-180759	1.	01-9040-0-4300.00-1110-1010-107-000-000										ART SUPPLIES	326.39
WARRANT TOTAL															\$390.57
20182498	070826/	MAKING A DIFFERENCE CONSULTING													
	980816	PO-185059	1.	01-6264-0-5200.00-1110-2140-700-000-000										2000	4,241.79
	980816		1.	01-6264-0-5200.00-1110-2140-700-000-000										110317	2,065.00
	980816		1.	01-6264-0-5200.00-1110-2140-700-000-000										112817	2,002.64
WARRANT TOTAL															\$8,309.43
20182499	070886/	CONNIE MARX													
	980826	PO-180751	1.	01-0000-0-5200.00-0000-2700-420-000-000										OCT MILEAGE	29.42
WARRANT TOTAL															\$29.42
20182500	001544/	MAS													
	180252	PO-180229	1.	01-0000-0-5300.00-0000-7100-700-000-000										2017-18 DUES	500.00
WARRANT TOTAL															\$500.00

DISTRICT: 064 SHORELINE UNIFIED SCHOOL DIST.
 BATCH: 0032 dd 120617
 FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	FD	RESC	Y	OBJT	SO	GOAL	FUNC	LOC	ACT	GRP	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
20182501	004366/	MATHESON TRI-GAS INC													
	180136	PO-180128	1.	01-7010-0-4300.00-1471-1010-420-000-000										16236082	73.10
	180136		1.	01-7010-0-4300.00-1471-1010-420-000-000										16419220	75.33
				WARRANT TOTAL											\$148.43
20182502	070038/	LARISSA MORELJ													
	980821	PO-180738	1.	01-4035-0-5200.00-1110-2140-420-000-000										MATH CONFERENCE	225.00
				WARRANT TOTAL											\$225.00
20182503	070752/	MATTHEW NAGLE													
	980795	PO-180712	1.	01-9642-0-4300.00-8100-5000-108-144-000										FLAT 1 DAY RATE FOR MAILING	23.75
				WARRANT TOTAL											\$23.75
20182504	002549/	PIONEER MANUFACTURING COMPANY													
	980424	PO-180325	1.	01-0000-0-4300.00-0000-8200-420-000-000										INV656045	1,326.75
				WARRANT TOTAL											\$1,326.75
20182505	071092/	TYLER REYNOLDS													
	980867	PO-180760	1.	01-0000-0-4300.00-1130-4200-420-000-000										BASKETBALLS & MESH BAG	387.01
				WARRANT TOTAL											\$387.01
20182506	070764/	ESPERANZA ROMAN-NUNEZ													
	980819	PO-180737	1.	01-3010-0-5840.00-8100-5000-420-000-000										ELAC MEETING SNACKS	36.36
				WARRANT TOTAL											\$36.36
20182507	071192/	TALYHA ROMO													
	980822	PO-180736	1.	01-1100-0-4300.00-1110-1010-420-000-000										SUPPLIES & RESOURCES	153.59
				WARRANT TOTAL											\$153.59
20182508	070692/	DOMINIC SACHELI													
	980825	PO-180735	1.	01-0000-0-4300.00-1130-4200-420-000-000										FLOWERS	54.07
				WARRANT TOTAL											\$54.07
20182509	004431/	Laurie Schmitt													
	980841	PO-180726	1.	01-0000-0-5200.00-0000-2700-105-000-000										OCT MILEAGE	32.10
				WARRANT TOTAL											\$32.10

DISTRICT: 064 SHORELINE UNIFIED SCHOOL DIST.
BATCH: 0032 dd 120617
FUND : 12 CHILD DEVELOPMENT FUND

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	AMOUNT
	REQ#	REFERENCE LN	FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP		DESCRIPTION	
20182511	071171/	MATTEA AMANDA MASSEY				
	980449	PO-180440	1. 12-6105-0-4300.00-0001-1010-105-000-000		PRESCHOOL	64.29
			WARRANT TOTAL			\$64.29
*** FUND	TOTALS ***		TOTAL NUMBER OF CHECKS:	1	TOTAL AMOUNT OF CHECKS:	\$64.29*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*
			TOTAL PAYMENTS:	1	TOTAL AMOUNT:	\$64.29*

DISTRICT: 064 SHORELINE UNIFIED SCHOOL DIST.
 BATCH: 0032 dd 120617
 FUND : 13 CAFETERIA FUND

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE	LN	FD	RESC	Y	OBJT	SO	GOAL	FUNC	LOC	ACT	GRP	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
20182512	070157/	DEBBIE BECERRA														
	980848	PO-180731	1.	13-5310-0-4700.00-0000-3700-700-000-000											GRAVY FOR BBS LUNCH	11.96
	980832	PO-180753	1.	13-5310-0-4700.00-0000-3700-700-000-000											HOT DOGS	34.19
				WARRANT TOTAL												\$46.15
20182513	004206/	SHERRI EDWARDS														
	980785	PO-180691	1.	13-5310-0-4300.00-0000-3700-108-000-000											POPCORN,BREAD,KEY ID TAGS	29.63
	980784	PO-180692	1.	13-5310-0-5200.00-0000-3700-700-000-000											SEP-OCT MILEAGE	151.19
				WARRANT TOTAL												\$180.82
*** FUND	TOTALS ***			TOTAL NUMBER OF CHECKS:											TOTAL AMOUNT OF CHECKS:	\$226.97*
				TOTAL ACH GENERATED:											TOTAL AMOUNT OF ACH:	\$.00*
				TOTAL EFT GENERATED:											TOTAL AMOUNT OF EFT:	\$.00*
				TOTAL PAYMENTS:											TOTAL AMOUNT:	\$226.97*

DISTRICT: 064 SHORELINE UNIFIED SCHOOL DIST.
 BATCH: 0032 dd 120617
 FUND : 14 DEFERRED MAINTENANCE FUND

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	AMOUNT
	REQ#	REFERENCE LN	FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP		DESCRIPTION	
20182514	070509/	HEIDI ALVES-COSTANZO				
	980865	PO-180755	3. 14-0000-0-4300.00-0000-8200-420-119-000		TABLES, CHAIRS, BOOKSHELVES	1,550.58
			WARRANT TOTAL			\$1,550.58
*** FUND	TOTALS ***		TOTAL NUMBER OF CHECKS:	1	TOTAL AMOUNT OF CHECKS:	\$1,550.58*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*
			TOTAL PAYMENTS:	1	TOTAL AMOUNT:	\$1,550.58*
*** BATCH TOTALS ***			TOTAL NUMBER OF CHECKS:	35	TOTAL AMOUNT OF CHECKS:	\$28,007.16*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*
			TOTAL PAYMENTS:	35	TOTAL AMOUNT:	\$28,007.16*
*** DISTRICT TOTALS ***			TOTAL NUMBER OF CHECKS:	35	TOTAL AMOUNT OF CHECKS:	\$28,007.16*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*
			TOTAL PAYMENTS:	35	TOTAL AMOUNT:	\$28,007.16*

DISTRICT: 064 SHORELINE UNIFIED SCHOOL DIST.
 BATCH: 0033 December Bills
 FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	FD	RESC	Y	OBJT	SO	GOAL	FUNC	LOC	ACT	GRP	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
20183247	000146/	ASSOC OF CA SCHOOL ADMINSTR													
		PV-180044		01-0000-0-5839				00-0000-7110-700-000-000						Membership dues for December	238.02
														WARRANT TOTAL	\$238.02
20183248	070322/	CALIF VALUED TRUST													
		PV-180038		01-0000-0-9528				00-0000-0000-000-000-000						Certificated Dental	5,842.94
				01-0000-0-9528				00-0000-0000-000-000-000						Classified Dental	4,052.90
				01-0000-0-9528				00-0000-0000-000-000-000						Managment Dental	713.36
														WARRANT TOTAL	\$10,609.20
20183249	070323/	CALIF VALUED TRUST													
		PV-180039		01-0000-0-9529				00-0000-0000-000-000-000						Certificated Vision	1,019.37
				01-0000-0-9529				00-0000-0000-000-000-000						Classified Vision	733.95
				01-0000-0-9529				00-0000-0000-000-000-000						Managment Vision	113.22
														WARRANT TOTAL	\$1,866.54
20183250	000512/	EMPLOYMENT DEVELOPMENT DEPT													
		PV-180042		01-0000-0-9515				00-0000-0000-000-000-000						EDD Fees	115.21
														WARRANT TOTAL	\$115.21
20183251	070280/	REDWOOD EMPIRE SCHOOLS INS GRP													
		PV-180043		01-0000-0-9525				00-0000-0000-000-000-000						Blue Shield 100%	2,334.00
				01-0000-0-9525				00-0000-0000-000-000-000						Blue Shield 90%	2,207.00
				01-0000-0-9525				00-0000-0000-000-000-000						Blue Shield 80%	480.00
				01-0000-0-9525				00-0000-0000-000-000-000						Premium Plan 0154	58,502.69
				01-0000-0-9525				00-0000-0000-000-000-000						Premium Plan 0155	8,638.06
				01-0000-0-9525				00-0000-0000-000-000-000						HSA Plan	43,278.00
														WARRANT TOTAL	\$115,439.75
20183252	070280/02	RESIG													
		PV-180037		01-0000-0-9526				00-0000-0000-000-000-000						HSA Funds	110,625.00
														WARRANT TOTAL	\$110,625.00

DISTRICT: 064 SHORELINE UNIFIED SCHOOL DIST.
 BATCH: 0033 December Bills
 FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	FD	RESC	Y	OBJT	SO	GOAL	FUNC	LOC	ACT	GRP	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
20183253	070280/05	RESIG													
		PV-180041												Premium BM	1,676.00
														Vision BM	24.90
														Dental BM	131.50
														Certificated Premium Retirees	2,817.25
														Certificated Vision Retirees	71.59
														Certificated Dental Retirees	378.06
														Classified Premium Retirees	2,297.75
														Classified Vision Retirees	42.71
														Classified Dental Retirees	180.81
														WARRANT TOTAL	\$7,620.57
20183254	070301/	THE STANDARD													
		PV-180040												Life insurance	406.70
		PV-180045												Standard Life insurance	459.17
														WARRANT TOTAL	\$865.87
*** FUND	TOTALS ***														
														TOTAL NUMBER OF CHECKS:	8
														TOTAL AMOUNT OF CHECKS:	\$247,380.16*
														TOTAL ACH GENERATED:	0
														TOTAL AMOUNT OF ACH:	\$.00*
														TOTAL EFT GENERATED:	0
														TOTAL AMOUNT OF EFT:	\$.00*
														TOTAL PAYMENTS:	8
														TOTAL AMOUNT:	\$247,380.16*
*** BATCH TOTALS ***															
														TOTAL NUMBER OF CHECKS:	8
														TOTAL AMOUNT OF CHECKS:	\$247,380.16*
														TOTAL ACH GENERATED:	0
														TOTAL AMOUNT OF ACH:	\$.00*
														TOTAL EFT GENERATED:	0
														TOTAL AMOUNT OF EFT:	\$.00*
														TOTAL PAYMENTS:	8
														TOTAL AMOUNT:	\$247,380.16*

DISTRICT: 064 SHORELINE UNIFIED SCHOOL DIST.
 BATCH: 0034 dd 121217
 FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	FD	RESC	Y	OBJT	SO	GOAL	FUNC	LOC	ACT	GRP	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
20182886	070196/	EMPIRE COMMUNICATIONS INC													
	980451	PO-180399	1.	01-0000-0-4300.00-0000-7200-700-000-000									23091		330.77
															\$330.77
															WARRANT TOTAL
20182887	001431/	FEDEX													
	180237	PO-180251	1.	01-0000-0-5960.00-0000-7200-700-000-000									5-968-31123		67.42
	180237		1.	01-0000-0-5960.00-0000-7200-700-000-000									5-959-46909		34.00
	180237		1.	01-0000-0-5960.00-0000-7200-700-000-000									5-975-76512		67.68
															\$169.10
															WARRANT TOTAL
20182888	004398/	BENJAMIN KAPLAN													
	980849	PO-180750	1.	01-0000-0-5840.00-1130-4200-420-000-000									1		240.00
															\$240.00
															WARRANT TOTAL
20182889	002104/	NBSRA													
	980820	PO-180740	1.	01-0000-0-5840.00-1130-4200-420-000-000									11052017		4,147.09
															\$4,147.09
															WARRANT TOTAL
20182890	001964/	STATE BOARD OF EQUALIZATION													
	180300	PO-185004	1.	01-0000-0-5839.00-1110-3600-740-000-000									57-415671		24.57
															\$24.57
															WARRANT TOTAL
*** FUND	TOTALS ***														
															TOTAL NUMBER OF CHECKS: 5
															TOTAL AMOUNT OF CHECKS: \$4,911.53*
															TOTAL ACH GENERATED: 0
															TOTAL AMOUNT OF ACH: \$.00*
															TOTAL EFT GENERATED: 0
															TOTAL AMOUNT OF EFT: \$.00*
															TOTAL PAYMENTS: 5
															TOTAL AMOUNT: \$4,911.53*

DISTRICT: 064 SHORELINE UNIFIED SCHOOL DIST.
 BATCH: 0034 dd 121217
 FUND : 14 DEFERRED MAINTENANCE FUND

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	FD	RESC	Y	OBJT	SO	GOAL	FUNC	LOC	ACT	GRP	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT			
20182891	000030/	DECARLI'S																
	980858	PO-180747	1.	14-0000-0-5840.00-0000-8110-420-000-000									87997		37,578.81			
															\$37,578.81			
															WARRANT TOTAL			
20182892	004369/	HERTZ FURNITURE SYSTEMS																
	980400	PO-180351	1.	14-0000-0-4300.00-0000-8200-420-119-000									619669		9,968.46			
															\$9,968.46			
															WARRANT TOTAL			
*** FUND	TOTALS ***																	
															TOTAL NUMBER OF CHECKS:	2	TOTAL AMOUNT OF CHECKS:	\$47,547.27*
															TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
															TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*
															TOTAL PAYMENTS:	2	TOTAL AMOUNT:	\$47,547.27*
*** BATCH TOTALS ***																		
															TOTAL NUMBER OF CHECKS:	7	TOTAL AMOUNT OF CHECKS:	\$52,458.80*
															TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
															TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*
															TOTAL PAYMENTS:	7	TOTAL AMOUNT:	\$52,458.80*
*** DISTRICT TOTALS ***																		
															TOTAL NUMBER OF CHECKS:	7	TOTAL AMOUNT OF CHECKS:	\$52,458.80*
															TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
															TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*
															TOTAL PAYMENTS:	7	TOTAL AMOUNT:	\$52,458.80*

DISTRICT: 064 SHORELINE UNIFIED SCHOOL DIST.
BATCH: 0035 dd 121417
FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	AMOUNT
	REQ#	REFERENCE LN	SO GOAL FUNC LOC ACT GRP		DESCRIPTION	
20183255	071186/	GRAYS HARBOR HISTORICAL				
	980593	PO-180526	1. 01-9040-0-5819.00-1110-1010-108-000-000		13782-102017	115.50
			WARRANT TOTAL			\$115.50
*** FUND	TOTALS ***		TOTAL NUMBER OF CHECKS:	1	TOTAL AMOUNT OF CHECKS:	\$115.50*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*
			TOTAL PAYMENTS:	1	TOTAL AMOUNT:	\$115.50*

DISTRICT: 064 SHORELINE UNIFIED SCHOOL DIST.
 BATCH: 0035 dd 121417
 FUND : 12 CHILD DEVELOPMENT FUND

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	AMOUNT
	REQ#	REFERENCE LN	FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP		DESCRIPTION	
20183256	004091/	SHORELINE ACRES INC				
	980773	PO-185056	1. 12-6105-0-5840.00-0001-1010-105-000-000		PAYROLL INV 1	11,233.69
			WARRANT TOTAL			\$11,233.69
*** FUND	TOTALS ***		TOTAL NUMBER OF CHECKS:	1	TOTAL AMOUNT OF CHECKS:	\$11,233.69*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*
			TOTAL PAYMENTS:	1	TOTAL AMOUNT:	\$11,233.69*

DISTRICT: 064 SHORELINE UNIFIED SCHOOL DIST.
 BATCH: 0035 dd 121417
 FUND : 13 CAFETERIA FUND

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE	LN	FD	RESC	Y	OBJT	SO	GOAL	FUNC	LOC	ACT	GRP	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
20183257	002930/	SYSKO SAN FRANCISCO INC														
	180039	PO-180064	1.	13	5310	0	4700	00	0000	3700	700	000	000		110217-113017 WMS	3,538.21
	180039		1.	13	5310	0	4700	00	0000	3700	700	000	000		110117-112917 THS	6,730.94
															WARRANT TOTAL	\$10,269.15
*** FUND	TOTALS ***															
															TOTAL NUMBER OF CHECKS:	1
															TOTAL ACH GENERATED:	0
															TOTAL EFT GENERATED:	0
															TOTAL PAYMENTS:	1
															TOTAL AMOUNT OF CHECKS:	\$10,269.15*
															TOTAL AMOUNT OF ACH:	\$.00*
															TOTAL AMOUNT OF EFT:	\$.00*
															TOTAL AMOUNT:	\$10,269.15*

DISTRICT: 064 SHORELINE UNIFIED SCHOOL DIST.
 BATCH: 0035 dd 121417
 FUND : 14 DEFERRED MAINTENANCE FUND

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	AMOUNT
REQ#	REFERENCE LN	FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP	DESCRIPTION			
20183258	001927/	CITY SEWER PUMPING INC				
	980709	PO-180623	1. 14-0000-0-5840.00-0000-8110-700-000-000	14338		4,198.10
			WARRANT TOTAL			\$4,198.10
*** FUND	TOTALS ***		TOTAL NUMBER OF CHECKS:	1	TOTAL AMOUNT OF CHECKS:	\$4,198.10*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*
			TOTAL PAYMENTS:	1	TOTAL AMOUNT:	\$4,198.10*
*** BATCH	TOTALS ***		TOTAL NUMBER OF CHECKS:	4	TOTAL AMOUNT OF CHECKS:	\$25,816.44*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*
			TOTAL PAYMENTS:	4	TOTAL AMOUNT:	\$25,816.44*
*** DISTRICT	TOTALS ***		TOTAL NUMBER OF CHECKS:	12	TOTAL AMOUNT OF CHECKS:	\$273,196.60*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*
			TOTAL PAYMENTS:	12	TOTAL AMOUNT:	\$273,196.60*

DISTRICT: 064 SHORELINE UNIFIED SCHOOL DIST.
 BATCH: 0036 dd 121817
 FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	FD	RESC	Y	OBJT	SO	GOAL	FUNC	LOC	ACT	GRP	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
20183680	070947/	BRUCE ABBOTT													
	980894	PO-180772	1.	01-0000-0-4300.00-0000-7200-700-000-000										LUNCH FOR DISTRICT WIDE SICK	1,191.34
														WARRANT TOTAL	\$1,191.34
20183681	071038/	DANI DANIELSSON BIDIA													
	980967	PO-180853	1.	01-0000-0-5200.00-0000-7200-700-000-000										NOVEMBER MILEAGE	59.49
														WARRANT TOTAL	\$59.49
20183682	070827/	RYAN CORRIGAN													
	980936	PO-180805	1.	01-0000-0-5200.00-0000-7200-700-000-000										AUG-NOV MILEAGE	464.92
														WARRANT TOTAL	\$464.92
20183683	071201/	VANESSA CORRIGAN													
	980881	PO-180798	1.	01-9641-0-4300.00-1110-3110-420-328-000										GRAPHICS NOVELS	24.33
														WARRANT TOTAL	\$24.33
20183684	000050/	FRIEDMAN BROS.													
	180021	PO-180007	1.	01-0000-0-4300.00-0000-8110-107-000-000										52179779	446.56
	180021		1.	01-0000-0-4300.00-0000-8110-107-000-000										52156558	488.39
	180021		1.	01-0000-0-4300.00-0000-8110-107-000-000										52117834	87.31
	180021		1.	01-0000-0-4300.00-0000-8110-107-000-000										52123377	49.94
	180043	PO-180018	1.	01-0000-0-4300.00-0000-8110-105-000-000										52123367	82.20
	180043		1.	01-0000-0-4300.00-0000-8110-105-000-000										52117841	92.34
	180132	PO-180082	1.	01-7010-0-4300.00-1471-1010-420-000-000										52107830	163.70
	180132		1.	01-7010-0-4300.00-1471-1010-420-000-000										52147997	87.56
	180132		1.	01-7010-0-4300.00-1471-1010-420-000-000										52167857	411.92
	180132		1.	01-7010-0-4300.00-1471-1010-420-000-000										52120382	344.14
	180132		1.	01-7010-0-4300.00-1471-1010-420-000-000										52110975	130.84
	180132		1.	01-7010-0-4300.00-1471-1010-420-000-000										52135119	431.32
	180132		1.	01-7010-0-4300.00-1471-1010-420-000-000										52148018	6.11

DISTRICT: 064 SHORELINE UNIFIED SCHOOL DIST.
 BATCH: 0036 dd 121817
 FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	FD	RESC	Y	OBJT	SO	GOAL	FUNC	LOC	ACT	GRP	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
	180154	PO-180084	1.	01-0000-0-4300.00-0000-8110-420-000-000										52080952	36.30
	180158	PO-180089	1.	01-0000-0-4300.00-0000-8110-420-000-000										18222391	290.37
	180158		1.	01-0000-0-4300.00-0000-8110-420-000-000										18169360	102.99
	180158		1.	01-0000-0-4300.00-0000-8110-420-000-000										52078476	215.30
	180158		1.	01-0000-0-4300.00-0000-8110-420-000-000										52078388	168.10
	180158		1.	01-0000-0-4300.00-0000-8110-420-000-000										18169311	592.08
	180323	PO-185024	1.	01-0000-0-4300.00-0000-8110-740-000-000										52092324	14.27
	180323		1.	01-0000-0-4300.00-0000-8110-740-000-000										52147045	263.09
	180323		1.	01-0000-0-4300.00-0000-8110-740-000-000										52147190	104.02
				WARRANT TOTAL											\$4,608.85
20183685	070015/	JEANNIE MOODY													
	980935	PO-180804	1.	01-0000-0-4300.00-0000-7110-700-000-000										DISTRICT EXPENSES	434.48
	980935		2.	01-6500-0-4300.00-5770-1100-700-000-000										DISTRICT EXPENSES	219.20
				WARRANT TOTAL											\$653.68
20183686	001046/	STEFFAN P O'NEILL													
	980917	PO-180817	1.	01-0000-0-5200.00-1110-1010-107-000-000										OCT-NOV MILEAGE	117.70
				WARRANT TOTAL											\$117.70
20183687	002531/	LAURIE M RUBIN													
	980971	PO-180855	1.	01-0000-0-5200.00-0000-7200-700-000-000										AUG-SEP MILEAGE	48.15
				WARRANT TOTAL											\$48.15
*** FUND	TOTALS ***			TOTAL NUMBER OF CHECKS:	8	TOTAL AMOUNT OF CHECKS:	\$7,168.46*								
				TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*								
				TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*								
				TOTAL PAYMENTS:	8	TOTAL AMOUNT:	\$7,168.46*								
*** BATCH TOTALS	***			TOTAL NUMBER OF CHECKS:	8	TOTAL AMOUNT OF CHECKS:	\$7,168.46*								
				TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*								
				TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*								
				TOTAL PAYMENTS:	8	TOTAL AMOUNT:	\$7,168.46*								
*** DISTRICT TOTALS	***			TOTAL NUMBER OF CHECKS:	8	TOTAL AMOUNT OF CHECKS:	\$7,168.46*								
				TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*								
				TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*								
				TOTAL PAYMENTS:	8	TOTAL AMOUNT:	\$7,168.46*								

DISTRICT: 064 SHORELINE UNIFIED SCHOOL DIST.
 BATCH: 0037 dd 121917
 FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	FD	RESC	Y	OBJT	SO	GOAL	FUNC	LOC	ACT	GRP	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
20184070	001499/	GUADALUPE APARICIO													
	980665	PO-180572	1.	01-6500-0-5840.00-5750-3600-700-745-000										NOV MILEAGE	958.72
														WARRANT TOTAL	\$958.72
20184071	000089/	AT&T													
	180192	PO-180136	1.	01-0000-0-5970.00-0000-2700-700-000-000										051931132201 REF63607634	97.87
	180192		1.	01-0000-0-5970.00-0000-2700-700-000-000										0519311388001 REF63607638	655.78
														WARRANT TOTAL	\$753.65
20184072	071214/	AXCEL FIRE SYSTEMS INC													
	980953	PO-180848	1.	01-0000-0-4300.00-0000-8200-105-000-000										36387	220.00
														WARRANT TOTAL	\$220.00
20184073	003831/	ERIC BALLATORE													
	980900	PO-180795	1.	01-1100-0-4300.00-1110-1010-107-000-000										LAB SUPPLIES, MATH SUPPLIES	310.78
														WARRANT TOTAL	\$310.78
20184074	000015/	BUILDING SUPPLY CENTER													
	180029	PO-180013	1.	01-0000-0-4300.00-0000-8110-107-000-000										70313	6.83
	180029		1.	01-0000-0-4300.00-0000-8110-107-000-000										71014	13.39
	180051	PO-180107	1.	01-0000-0-4300.00-0000-8110-106-000-000										70131	3.90
	180051		1.	01-0000-0-4300.00-0000-8110-106-000-000										70509	36.79
	180051		1.	01-0000-0-4300.00-0000-8110-106-000-000										70870	9.30
	180051		1.	01-0000-0-4300.00-0000-8110-106-000-000										70898	10.80
	180051		2.	01-0000-0-4300.00-0000-8110-108-000-000										71407	12.54
	180051		2.	01-0000-0-4300.00-0000-8110-108-000-000										71601	21.28
														WARRANT TOTAL	\$114.83
20184075	070990/	KELLY BUTLER													
	980895	PO-180791	1.	01-0000-0-5200.00-1110-1010-107-000-000										NOV MILEAGE	102.72
														WARRANT TOTAL	\$102.72
20184076	003857/	CDW GOVERNMENT INC													
	980628	PO-180523	1.	01-0000-0-4300.00-0000-7200-700-000-000										KPS0818	1,260.00

DISTRICT: 064 SHORELINE UNIFIED SCHOOL DIST.
 BATCH: 0037 dd 121917
 FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE	LN	FD	RESC	Y	OBJT	SO	GOAL	FUNC	LOC	ACT	GRP	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
	980658	PO-180566	1.	01-6300-0-4200.00-1110-1010-420-000-000											KMS7361	2,791.00 \$4,051.00
															WARRANT TOTAL	
20184077	071189/	VERONICA CERVANTES														
	980888	PO-180783	1.	01-1100-0-4300.00-1110-1010-420-000-000											EDGE FUND GRAMMAR AND WRITING	58.05 \$58.05
															WARRANT TOTAL	
20184078	071097/	PAOLA CONDE FRENDO														
	980968	PO-180854	1.	01-0000-0-5200.00-0000-7200-700-000-000											SEP- DEC MILEAGE	177.41 \$177.41
															WARRANT TOTAL	
20184079	000030/	DECARLI'S														
	180224	PO-180206	1.	01-0000-0-5505.00-0000-8200-700-000-000											100217-113017 2-81380	3,931.25 \$3,931.25
															WARRANT TOTAL	
20184080	000034/	DISCOVERY OFFICE SYSTEMS														
	980755	PO-180650	1.	01-0000-0-5620.00-0000-7200-700-000-000											55E1388376	503.29
	980756	PO-180658	1.	01-0000-0-5620.00-1110-1010-106-000-000											55E1388192	396.12
	980764	PO-180659	1.	01-0000-0-5620.00-1110-1010-108-000-000											55E1399987	111.90
	980753	PO-180668	1.	01-0000-0-5620.00-1110-1010-105-000-000											55E1395041	647.92
	980757	PO-180669	1.	01-0000-0-5620.00-1110-1010-107-000-000											55E1388295	967.97
	980758	PO-180670	1.	01-0000-0-5620.00-1110-1010-107-000-000											55E1388313	1,671.92
	980759	PO-180671	1.	01-0000-0-5620.00-1110-1010-107-000-000											55E1388376	503.29
	980762	PO-180679	1.	01-0000-0-5620.00-1110-1010-420-000-000											302245	575.57 \$5,377.98
															WARRANT TOTAL	
20184081	070902/	COURTNEY FRITSCH														
	980899	PO-180777	1.	01-1100-0-4300.00-1110-1010-107-000-000											SCIENCE MATERIALS	77.96 \$77.96
															WARRANT TOTAL	
20184082	070806/	MIKE FRITSCH														
	980896	PO-180776	1.	01-0000-0-5200.00-1110-1010-107-000-000											NOV MILEAGE	42.80 \$42.80
															WARRANT TOTAL	

DISTRICT: 064 SHORELINE UNIFIED SCHOOL DIST.
 BATCH: 0037 dd 121917
 FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	FD	RESC	Y	OBJT	SO	GOAL	FUNC	LOC	ACT	GRP	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
20184083	002007/	CANDACE FURLONG													
	980893	PO-180775	1.	01-3010-0-4300.00-8100-5000-107-000-000										THANKSGIVING FEAST SUPPLIES	68.89
														WARRANT TOTAL	\$68.89
20184084	001624/	DOLORES GONZALEZ													
	980740	PO-185053	1.	01-0000-0-5200.00-1110-1010-106-000-000										NOV MILEAGE	48.15
														WARRANT TOTAL	\$48.15
20184085	070988/	KIM HARVELL													
	980876	PO-180773	1.	01-0000-0-4300.00-0000-7110-108-000-000										BOARD MEETING REFRESHMENTS	25.33
														WARRANT TOTAL	\$25.33
20184086	004472/	JOANN KEMPF													
	980861	PO-180774	1.	01-1100-0-4300.00-0000-2700-106-000-000										SAND TOYS AND BALLS	11.94
														WARRANT TOTAL	\$11.94
20184087	001212/	MICHAEL P MARWEG													
	980897	PO-180780	1.	01-0000-0-5200.00-1110-1010-107-000-000										NOV MILEAGE	20.33
														WARRANT TOTAL	\$20.33
20184088	070886/	CONNIE MARX													
	980882	PO-180781	1.	01-0000-0-5200.00-0000-2700-420-000-000										NOV MILEAGE	34.78
														WARRANT TOTAL	\$34.78
20184089	070607/	SNOW MCISAAC													
	180286	PO-180520	1.	01-0000-0-5200.00-1110-3600-700-141-000										NOV MILEAGE	654.84
	180286		1.	01-0000-0-5200.00-1110-3600-700-141-000										OCT MILEAGE	691.22
														WARRANT TOTAL	\$1,346.06
20184090	070752/	MATTHEW NAGLE													
	980903	PO-180787	1.	01-0000-0-4300.00-0000-8200-108-000-000										BATTERIES	389.40
														WARRANT TOTAL	\$389.40
20184091	070890/	PATRICIA PIKE													
	180277	PO-180507	1.	01-0000-0-5200.00-1110-3600-700-141-000										NOV MILEAGE	317.79
														WARRANT TOTAL	\$317.79

DISTRICT: 064 SHORELINE UNIFIED SCHOOL DIST.
 BATCH: 0037 dd 121917
 FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE	LN	FD	RESC	Y	OBJT	SO	GOAL	FUNC	LOC	ACT	GRP	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
20184092	071218/	JAVIER ROMO														
	980988	PO-180869	1.	01-0000-0-5200.00-1110-3600-700-141-000											NOV MILEAGE	351.07
	980988		1.	01-0000-0-5200.00-1110-3600-700-141-000											OCT MILEAGE	227.16
															WARRANT TOTAL	\$578.23
20184093	071091/	MARIA ROMO														
	180285	PO-180514	1.	01-0000-0-5200.00-1110-3600-700-141-000											NOV MILEAGE	365.94
															WARRANT TOTAL	\$365.94
20184094	070855/	ANNE SPITLER-KASHUBA														
	980719	PO-185047	1.	01-6500-0-5200.00-5770-1100-700-000-000											NOV MILEAGE	123.96
															WARRANT TOTAL	\$123.96
20184095	070587/	VERIZON WIRELESS														
	180275	PO-180261	2.	01-0000-0-5920.00-0000-7200-700-000-000											7073383756	38.01
	180275		2.	01-0000-0-5920.00-0000-7200-700-000-000											4157477292	63.84
	180275		2.	01-0000-0-5920.00-0000-7200-700-000-000											7073385484	53.84
	180275		2.	01-0000-0-5920.00-0000-7200-700-000-000											7073383756	38.01
	180275		2.	01-0000-0-5920.00-0000-7200-700-000-000											4157477292	63.84
	180275		2.	01-0000-0-5920.00-0000-7200-700-000-000											7073385484	53.84
	180275		2.	01-0000-0-5920.00-0000-7200-700-000-000											7073383756	38.01
	180275		2.	01-0000-0-5920.00-0000-7200-700-000-000											4157477292	63.84
	180275		2.	01-0000-0-5920.00-0000-7200-700-000-000											7073385484	53.84
	180275		1.	01-0000-0-5920.00-5770-3600-740-000-000											7074814068	53.84
	180275		1.	01-0000-0-5920.00-5770-3600-740-000-000											4157477293	53.84
	180275		1.	01-0000-0-5920.00-5770-3600-740-000-000											7074814067	53.84
	180275		1.	01-0000-0-5920.00-5770-3600-740-000-000											7074814068	53.84
	180275		1.	01-0000-0-5920.00-5770-3600-740-000-000											4157477293	53.84
	180275		1.	01-0000-0-5920.00-5770-3600-740-000-000											4157477293	53.84

DISTRICT: 064 SHORELINE UNIFIED SCHOOL DIST.
 BATCH: 0037 dd 121917
 FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	FD	RESC	Y	OBJT	SO	GOAL	FUNC	LOC	ACT	GRP	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
	180275		1.	01-0000-0-5920.00-5770-3600-740-000-000										7074814067	53.84
	180275		1.	01-0000-0-5920.00-5770-3600-740-000-000										7074814068	53.84
	180275		1.	01-0000-0-5920.00-5770-3600-740-000-000										7074814067	53.84
				WARRANT TOTAL											\$951.63
20184096	071183/	HOLLY WILLIAMSON													
	980883	PO-180789	2.	01-4035-0-5200.00-1110-2140-106-000-000										PE CONFERENCE	124.50
	980883		1.	01-4035-0-5200.00-1110-2140-108-000-000										PE CONFERENCE	124.50
	980738	PO-185052	1.	01-0000-0-5200.00-1110-1010-106-000-000										NOV MILEAGE	42.80
				WARRANT TOTAL											\$291.80
20184097	071086/	OLIVIA, WOLLENBURG													
	980736	PO-185050	1.	01-0000-0-5200.00-1110-1010-108-000-000										NOV MILEAGE	74.90
				WARRANT TOTAL											\$74.90
*** FUND	TOTALS ***			TOTAL NUMBER OF CHECKS:		28								TOTAL AMOUNT OF CHECKS:	\$20,826.28*
				TOTAL ACH GENERATED:		0								TOTAL AMOUNT OF ACH:	\$.00*
				TOTAL EFT GENERATED:		0								TOTAL AMOUNT OF EFT:	\$.00*
				TOTAL PAYMENTS:		28								TOTAL AMOUNT:	\$20,826.28*

DISTRICT: 064 SHORELINE UNIFIED SCHOOL DIST.
 BATCH: 0037 dd 121917
 FUND : 13 CAFETERIA FUND

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	FD	RESC	Y	OBJT	SO	GOAL	FUNC	LOC	ACT	GRP	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
20184098	070157/	DEBBIE BECERRA													
	980889	PO-180794	1.	13-5310-0-5200.00-0000-3700-700-000-000										NOV MILEAGE	33.28
				WARRANT TOTAL											\$33.28
20184099	003553/	CLOVER STORNETTA FARMS INC													
	180019	PO-180005	1.	13-5310-0-4700.00-0000-3700-700-000-000										INVS 0926-1130 5020076703	4,547.38
				WARRANT TOTAL											\$4,547.38
20184100	002520/	COTATI FOOD SERVICE													
	180024	PO-180009	1.	13-5310-0-4700.00-0000-3700-700-000-000										11/02/17-11/30/17	2,367.63
				WARRANT TOTAL											\$2,367.63
20184101	070570/	MARIN-SONOMA PRODUCE COMPANY													
	180035	PO-180059	1.	13-5310-0-4700.00-0000-3700-700-000-000										STMT DTE 113017 101617-112717	1,717.72
	180035		1.	13-5310-0-4700.00-0000-3700-700-000-000										SD 113017 101617-112717 WMS	565.52
				WARRANT TOTAL											\$2,283.24
20184102	004125/	SEVEN UP BOTTLING CO OF S.F.													
	180046	PO-180065	1.	13-5310-0-4700.00-0000-3700-700-000-000										8605959622	130.80
				WARRANT TOTAL											\$130.80
*** FUND	TOTALS ***			TOTAL NUMBER OF CHECKS:		5								TOTAL AMOUNT OF CHECKS:	\$9,362.33*
				TOTAL ACH GENERATED:		0								TOTAL AMOUNT OF ACH:	\$.00*
				TOTAL EFT GENERATED:		0								TOTAL AMOUNT OF EFT:	\$.00*
				TOTAL PAYMENTS:		5								TOTAL AMOUNT:	\$9,362.33*
*** BATCH TOTALS ***				TOTAL NUMBER OF CHECKS:		33								TOTAL AMOUNT OF CHECKS:	\$30,188.61*
				TOTAL ACH GENERATED:		0								TOTAL AMOUNT OF ACH:	\$.00*
				TOTAL EFT GENERATED:		0								TOTAL AMOUNT OF EFT:	\$.00*
				TOTAL PAYMENTS:		33								TOTAL AMOUNT:	\$30,188.61*

DISTRICT: 064 SHORELINE UNIFIED SCHOOL DIST.
 BATCH: 0038 dd 121917
 FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	FD	RESC	Y	OBJT	SO	GOAL	FUNC	LOC	ACT	GRP	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
20184103	001202/	ACADEMIC THERAPY PUBLICATIONS													
	980713	PO-180631	1.	01-9040-0-4300.00-1110-1010-108-000-000									231162		178.62
				WARRANT TOTAL											\$178.62
20184104	070114/	ALINI MAGAZINE SERVICES LLC													
	980504	PO-180414	1.	01-9040-0-4300.00-1110-1010-108-000-000									211892		170.75
				WARRANT TOTAL											\$170.75
20184105	002610/	AMERICAN TIME & SIGNAL CO													
	980488	PO-180403	1.	01-0000-0-4300.00-0000-8110-420-000-000									788076		802.32
				WARRANT TOTAL											\$802.32
20184106	070832/	AMERICAN WELDING SOCIETY													
	980878	PO-180796	1.	01-7010-0-5300.00-1471-1010-420-000-000										BILL COSTANZO DUES	88.00
				WARRANT TOTAL											\$88.00
20184107	070645/	AMERIPRINTS													
	980701	PO-180601	1.	01-0000-0-5821.00-0000-7100-700-000-000									17-660		18.00
				WARRANT TOTAL											\$18.00
20184108	003189/	ANCHOR ELECTRIC													
	980932	PO-180828	1.	01-0000-0-4300.00-0000-8110-108-000-000									3176		1,113.37
				WARRANT TOTAL											\$1,113.37
20184109	001649/	APPLE COMPUTER INC													
	980467	PO-180342	1.	01-9040-0-4300.00-1110-1010-420-152-000									4455011620		3,421.63
	980467		1.	01-9040-0-4300.00-1110-1010-420-152-000									4459003264		161.29
	980510	PO-180447	1.	01-9040-0-4300.00-1110-1010-108-000-000									22983		1,663.91
				WARRANT TOTAL											\$5,246.83
20184110	004168/	ARCO BUSINESS SOLUTIONS													
	980875	PO-180770	1.	01-0000-0-4301.00-1110-3600-740-000-000										NP51766506	3.03
				WARRANT TOTAL											\$3.03
20184111	071177/	ATHLETICS UNLIMITED													
	980431	PO-180435	1.	01-0000-0-4300.00-1130-4200-420-000-000									00010000034536		504.35

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WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	FD	RESC	Y	OBJT	SO	GOAL	FUNC	LOC	ACT	GRP	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
WARRANT TOTAL															\$504.35
20184112	003754/	AYS ENGINEERING GROUP INC													
	180223	PO-180224	1.	01-0000-0-5840.00-0000-8200-108-000-000									5511		910.60
WARRANT TOTAL															\$910.60
20184113	000329/	BALLARD & TIGHE PUBLISHERS													
	980390	PO-180290	1.	01-1400-0-4100.00-1110-1010-700-151-000									0156329-IN		180.57
WARRANT TOTAL															\$180.57
20184114	001775/	BLICK ART MATERIALS													
	180138	PO-180122	1.	01-9040-0-4300.00-1110-1010-420-000-000									8505250		763.50
	180138		1.	01-9040-0-4300.00-1110-1010-420-000-000									8501092		42.84
	180138		1.	01-9040-0-4300.00-1110-1010-420-000-000									8517993		53.87
	980519	PO-180454	1.	01-9040-0-4300.00-1110-1010-107-000-000									8420873		6.57
WARRANT TOTAL															\$866.78
20184115	070079/	BUCK'S SAW SERVICE													
	980869	PO-180792	1.	01-0000-0-5620.00-1110-1010-108-000-000									336128		1,169.51
WARRANT TOTAL															\$1,169.51
20184116	003495/	CA SCIENCE TEACHERS ASSOC													
	980884	PO-180790	1.	01-7010-0-5300.00-1471-1010-420-000-000									27010		120.00
WARRANT TOTAL															\$120.00
20184117	002343/	CALIF STATE DEPT OF JUSTICE													
	180228	PO-180243	1.	01-0000-0-5821.00-0000-7100-700-000-000									265376		49.00
WARRANT TOTAL															\$49.00
20184118	071205/	CASAS													
	980854	PO-180732	1.	01-0000-0-5840.00-0000-7200-700-000-000									0106659		1,700.00
WARRANT TOTAL															\$1,700.00
20184119	071174/	CENTER FOR COLLABORATIVE													
	980551	PO-180474	1.	01-0000-0-5200.00-1110-1010-108-000-000									111115		170.00
WARRANT TOTAL															\$170.00

DISTRICT: 064 SHORELINE UNIFIED SCHOOL DIST.
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 FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	FD	RESC	Y	OBJT	SO	GOAL	FUNC	LOC	ACT	GRP	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
20184120	003643/	CLARK PEST CONTROL													
	180156	PO-180091	1.	01-0000-0-5620.00-0000-8200-420-000-000									20794740		169.51
	180156		1.	01-0000-0-5620.00-0000-8200-420-000-000									21532581		2.51
	180156		1.	01-0000-0-5620.00-0000-8200-420-000-000									21187269		167.00
															\$339.02
															WARRANT TOTAL
20184121	002719/	CREATIVE CERAMICS													
	180032	PO-180016	1.	01-9040-0-4300.00-1110-1010-107-000-000									11410		121.13
	180032		1.	01-9040-0-4300.00-1110-1010-107-000-000									11506		151.20
	180032		1.	01-9040-0-4300.00-1110-1010-107-000-000									10938		54.79
	980789	PO-185058	1.	01-9040-0-4300.00-1110-1010-105-000-000									11409		172.36
															\$499.48
															WARRANT TOTAL
20184122	003834/	CROWN TROPHY PETALUMA													
	180233	PO-180223	1.	01-0000-0-4300.00-0000-7110-700-000-000									27330		13.49
	980777	PO-180721	1.	01-1100-0-4300.00-1110-1010-107-000-000									27118		113.21
															\$126.70
															WARRANT TOTAL
20184123	001833/	CURRICULUM ASSOCIATES LLC													
	180359	PO-180294	1.	01-6300-0-4200.00-1110-1010-105-000-000									90495406		118.32
															\$118.32
															WARRANT TOTAL
20184124	002553/	DANCE PALACE													
	980880	PO-185061	1.	01-9642-0-5840.00-8100-5000-108-144-000									PS1017-19		2,220.00
															\$2,220.00
															WARRANT TOTAL
20184125	071085/	DAVE'S MUSIC WORKSHOP													
	980901	PO-180800	1.	01-9040-0-4300.00-1110-1010-107-000-000									491429 491428		120.00
															\$120.00
															WARRANT TOTAL
20184126	000032/	DEMCO INC													
	980716	PO-180641	1.	01-6500-0-4300.00-5770-1100-420-000-000									6253395		71.71
															\$71.71
															WARRANT TOTAL

DISTRICT: 064 SHORELINE UNIFIED SCHOOL DIST.
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 FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	FD	RESC	Y	OBJT	SO	GOAL	FUNC	LOC	ACT	GRP	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
20184127	004407/	E3 DIAGNOSTICS													
	980720	PO-180625	1.	01-6500-0-5610.00-5770-1100-700-000-000									1006487		137.03
															\$137.03
															WARRANT TOTAL
20184128	070989/	EVERBANK COMMERCIAL FINANCE													
	980617	PO-180532	1.	01-0000-0-5605.00-1110-1010-108-000-000									20235081		1,005.52
															\$1,005.52
															WARRANT TOTAL
20184129	070883/	FASTENAL COMPANY													
	180131	PO-180124	1.	01-3550-0-4300.00-1471-1010-420-000-000									CAPET39077		599.79
	180131		1.	01-3550-0-4300.00-1471-1010-420-000-000									CAPET39342		95.34
	180131		1.	01-3550-0-4300.00-1471-1010-420-000-000									CAPET39249		439.94
	980671	PO-180579	1.	01-6387-0-4400.00-1470-1010-420-000-000									CAPET38566		2,787.43
															\$3,922.50
															WARRANT TOTAL
20184130	071123/	FLUENCY MATTERS													
	980508	PO-180446	1.	01-1100-0-4300.00-1110-1010-106-000-000									55079		166.00
	980508		2.	01-1100-0-4300.00-1110-1010-108-000-000									55079		166.00
															\$332.00
															WARRANT TOTAL
20184131	071034/	GOPHER SPORTS													
	980546	PO-180472	2.	01-1100-0-4300.00-1110-1010-106-000-000									93766936		52.47
	980546		1.	01-1100-0-4300.00-1110-1010-108-000-000									9376693		52.47
															\$104.94
															WARRANT TOTAL
20184132	000922/	GRAINGER													
	180028	PO-180012	1.	01-0000-0-4300.00-0000-8110-107-000-000									9570244930		233.09
	180028		1.	01-0000-0-4300.00-0000-8110-107-000-000									834808289		142.97
															\$376.06
															WARRANT TOTAL
20184133	003576/	HILLYARD/SAN FRANCISCO													
	180150	PO-185039	1.	01-0000-0-4300.00-0000-8200-420-000-000									602652422		2,038.28
	180150		1.	01-0000-0-4300.00-0000-8200-420-000-000									602743761		1,066.92

DISTRICT: 064 SHORELINE UNIFIED SCHOOL DIST.
 BATCH: 0038 dd 121917
 FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE	LN	FD	RESC	Y	OBJT	SO	GOAL	FUNC	LOC	ACT	GRP	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
	180150		1.	01-0000-0-4300.00-0000-8200-420-000-000											602768736	36.13 \$3,141.33
															WARRANT TOTAL	
20184134	071207/	HOBY														
	980857	PO-180764	1.	01-7338-0-5200.00-1110-1010-420-155-000											138287	225.00 \$225.00
															WARRANT TOTAL	
20184135	000191/	INVERNESS PUD WATER SYSTEM														
	180247	PO-180227	1.	01-0000-0-5535.00-0000-8200-106-000-000											307-005-50	826.50 \$826.50
															WARRANT TOTAL	
20184136	001614/	JERRY & DON'S PUMP & WELL SVC														
	180248	PO-180228	1.	01-0000-0-5840.00-0000-8200-700-000-000											0124790-IN	392.68
	180248		1.	01-0000-0-5840.00-0000-8200-700-000-000											0124789-IN	648.77
	180248		1.	01-0000-0-5840.00-0000-8200-700-000-000											0124788-IN	933.95
															WARRANT TOTAL	\$1,975.40
20184137	071163/	JETMULCH INC.														
	980539	PO-180467	1.	01-0000-0-4300.00-0000-8200-105-000-000											7241-OL	5,258.22 \$5,258.22
															WARRANT TOTAL	
20184138	070952/	KAISER														
	180327	PO-185028	1.	01-0000-0-5847.00-1110-3600-740-000-000											320900956875	60.00 \$60.00
															WARRANT TOTAL	
20184139	070818/	LANGUAGE PEOPLE INC														
	180250	PO-180233	1.	01-0000-0-5840.00-0000-7110-700-000-000											127688	131.18
	180250		2.	01-0000-0-5840.00-1110-2700-700-000-000											127689	179.06
	180250		2.	01-0000-0-5840.00-1110-2700-700-000-000											126716	245.98
	180250		2.	01-0000-0-5840.00-1110-2700-700-000-000											127440	195.44
	180250		3.	01-6500-0-5840.00-5770-1100-700-000-000											127690	929.32
	180250		3.	01-6500-0-5840.00-5770-1100-700-000-000											127439	568.68
															WARRANT TOTAL	\$2,249.66

DISTRICT: 064 SHORELINE UNIFIED SCHOOL DIST.
 BATCH: 0038 dd 121917
 FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	FD	RESC	Y	OBJT	SO	GOAL	FUNC	LOC	ACT	GRP	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
20184140	070740/	LEARNING WITHOUT TEARS													
	180349	PO-180293	1.	01-6300-0-4200.00-1110-1010-105-000-000									1160322-1		248.89
				WARRANT TOTAL											\$248.89
20184141	070510/	LOZANO SMITH LLP													
	180251	PO-180231	1.	01-0000-0-5829.00-0000-7100-700-000-000									2037938		5,151.78
	180251		1.	01-0000-0-5829.00-0000-7100-700-000-000									2040031		442.50
				WARRANT TOTAL											\$5,594.28
20184142	000080/	M MASELLI & SONS INC													
	180135	PO-180127	1.	01-3550-0-4300.00-1471-1010-420-000-000									057514		45.91
	180135		1.	01-3550-0-4300.00-1471-1010-420-000-000									057937		91.37
				WARRANT TOTAL											\$137.28
20184143	000180/	MARIN COUNTY OFFICE OF ED													
	980426	PO-180365	1.	01-4035-0-5200.00-1110-2140-420-000-000									180170		398.00
				WARRANT TOTAL											\$398.00
20184144	000359/	MARIN COUNTY TAX COLLECTOR													
	180312	PO-185014	1.	01-0000-0-4301.00-1110-3600-740-000-000									171795		418.98
	180312		1.	01-0000-0-4301.00-1110-3600-740-000-000									171806		713.46
				WARRANT TOTAL											\$1,132.44
20184145	071014/	MARIN GENERAL HOSPITAL													
	180144	PO-180083	1.	01-0000-0-5840.00-1130-4200-420-000-000									SEPT 2017		2,550.00
	180144		1.	01-0000-0-5840.00-1130-4200-420-000-000									OCT 2017		1,995.00
				WARRANT TOTAL											\$4,545.00
20184146	000065/	MARIN IJ PROCESSING CENTER													
	180171	PO-180139	1.	01-9040-0-4300.00-1110-1010-420-000-000									THS 40 WEEK SUBSCRIPTION		279.20
				WARRANT TOTAL											\$279.20
20184147	070834/	MARIN LANGUAGE SERVICES													
	180255	PO-180218	1.	01-0000-0-5840.00-0000-7110-700-000-000									52		210.42
				WARRANT TOTAL											\$210.42

DISTRICT: 064 SHORELINE UNIFIED SCHOOL DIST.
 BATCH: 0038 dd 121917
 FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	DEPOSIT TYPE FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
20184148	004366/	MATHESON TRI-GAS INC				
	180136	PO-180128	1. 01-7010-0-4300.00-1471-1010-420-000-000		16650478	205.12
	180136		1. 01-7010-0-4300.00-1471-1010-420-000-000		16674672	270.28
	180136		1. 01-7010-0-4300.00-1471-1010-420-000-000		16499727	126.91
	180136		1. 01-7010-0-4300.00-1471-1010-420-000-000		16499729	392.69
			WARRANT TOTAL			\$995.00
20184149	000261/	MCGRAW-HILL SCHOOL ED HOLDINGS				
	980663	PO-180618	1. 01-9040-0-4300.00-1110-1010-108-000-000		100250496001	1,169.36
			WARRANT TOTAL			\$1,169.36
20184150	000708/	NORTH BAY PETROLEUM				
	180316	PO-185017	1. 01-0000-0-4301.00-1110-3600-740-000-000		202037	11,167.41
			WARRANT TOTAL			\$11,167.41
20184151	000086/	NORTH MARIN WATER DISTRICT				
	180257	PO-180216	1. 01-0000-0-5535.00-0000-8200-700-000-000		2012302	11,934.22
			WARRANT TOTAL			\$11,934.22
20184152	070010/	OMNI CHEER				
	980453	PO-180326	1. 01-0000-0-4300.00-1130-4200-420-000-000		P062212901015	201.65
			WARRANT TOTAL			\$201.65
20184153	000160/	ONGARO AND SONS INC				
	980887	PO-180785	1. 01-0000-0-5840.00-0000-8110-420-000-000		194256	700.07
			WARRANT TOTAL			\$700.07
20184154	003692/	PACE SUPPLY CORP				
	180031	PO-180015	1. 01-0000-0-4300.00-0000-8110-107-000-000		014087782	124.99
			WARRANT TOTAL			\$124.99
20184155	000688/	PAY-BY-PLATE				
	980780	PO-180673	1. 01-9040-0-5819.00-1110-1010-700-000-000		I691736255641	15.50
			WARRANT TOTAL			\$15.50
20184156	003180/	PCM				
	180179	PO-180047	1. 01-9040-0-4300.00-1110-1010-420-152-000		B04470250101	1,080.00

DISTRICT: 064 SHORELINE UNIFIED SCHOOL DIST.
 BATCH: 0038 dd 121917
 FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	FD	RESC	Y	OBJT	SO	GOAL	FUNC	LOC	ACT	GRP	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
	180179		1.	01-9040-0-4300.00-1110-1010-420-152-000										805318850101	170.83 \$1,250.83
				WARRANT TOTAL											
20184157	003054/	PETALUMA HEALTH CARE DISTRICT													
	980898	PO-180784	1.	01-9641-0-5840.00-1110-1010-700-131-000										1220	1,680.00 \$1,680.00
				WARRANT TOTAL											
20184158	000094/	PG&E													
	180193	PO-180172	1.	01-0000-0-5510.00-0000-8100-700-000-000										3649338289-3	177.92
	180193		1.	01-0000-0-5510.00-0000-8100-700-000-000										3566004961-6	33.38
	180193		1.	01-0000-0-5510.00-0000-8100-700-000-000										8156265086-1	1,515.41
	180193		1.	01-0000-0-5510.00-0000-8100-700-000-000										0533030520-1	42,255.77 \$43,982.48
				WARRANT TOTAL											
20184159	000095/	PITNEY BOWES INC													
	180289	PO-180244	1.	01-0000-0-5605.00-0000-7200-700-000-000										3101709192	860.85 \$860.85
				WARRANT TOTAL											
20184160	070381/	REDWOOD EMPIRE DISPOSAL													
	180259	PO-180207	1.	01-0000-0-5550.00-0000-8200-700-000-000										WMD-1135482	290.60
	180259		1.	01-0000-0-5550.00-0000-8200-700-000-000										WMD-1135373	715.14
	180259		1.	01-0000-0-5550.00-0000-8200-700-000-000										WMD-1135591	1,273.56
	180259		1.	01-0000-0-5550.00-0000-8200-700-000-000										WMD-1135591	1,273.56
	180259		1.	01-0000-0-5550.00-0000-8200-700-000-000										WMD-1344462	623.14
	180259		1.	01-0000-0-5550.00-0000-8200-700-000-000										WMD-1135373	715.14
	180259		1.	01-0000-0-5550.00-0000-8200-700-000-000										WMD-1344462	623.14
	180259		1.	01-0000-0-5550.00-0000-8200-700-000-000										WMD-1135482	290.60 \$5,804.88
				WARRANT TOTAL											
20184161	000103/	SCHOLASTIC INC													
	980745	PO-180666	1.	01-1100-0-4300.00-1110-1010-105-000-000										M6103282	63.53

DISTRICT: 064 SHORELINE UNIFIED SCHOOL DIST.
 BATCH: 0038 dd 121917
 FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	FD	RESC	Y	OBJT	SO	GOAL	FUNC	LOC	ACT	GRP	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT

WARRANT TOTAL															
															\$63.53
20184162	070341/	SCHOOL HEALTH CORPORATION													
	180147	PO-180119	1.	01-0000-0-4300.00-1130-4200-420-000-000										3371618-00	510.40
	180147		1.	01-0000-0-4300.00-1130-4200-420-000-000										3371618-01	121.24
	180147		1.	01-0000-0-4300.00-1130-4200-420-000-000										3371618-03	18.84
	180147		1.	01-0000-0-4300.00-1130-4200-420-000-000										3371618-02	20.44
	180147		1.	01-0000-0-4300.00-1130-4200-420-000-000										3372617-00	97.58
WARRANT TOTAL															
															\$768.50
20184163	003001/	SCHOOL MATE													
	180069	PO-180077	2.	01-1100-0-4300.00-1110-1010-108-000-000										IN000480833	96.25
	180069		1.	01-6500-0-4300.00-5770-1100-108-000-000										IN000480833	96.25
	980516	PO-180451	1.	01-1100-0-4300.00-1110-1010-107-000-000										IN000480833	75.50
WARRANT TOTAL															
															\$268.00
20184164	003129/	SHUTTERBUG CAMERA SHOPS													
	980563	PO-185043	1.	01-1100-0-4300.00-1110-1010-420-000-000										0556044	1,513.54
WARRANT TOTAL															
															\$1,513.54
20184165	003005/	SONOMA COUNTY OFFICE OF ED													
	180266	PO-180212	1.	01-0000-0-5829.00-0000-7100-700-000-000										000855	125.00
WARRANT TOTAL															
															\$125.00
20184166	003428/	SONOMARIN LANDSCAPE MATERIALS													
	980870	PO-180782	1.	01-0000-0-4300.00-0000-8200-107-000-000										127436	112.38
WARRANT TOTAL															
															\$112.38
20184167	004000/	UNITED SITE SERVICES INC													
	180273	PO-180232	1.	01-0000-0-5540.00-1130-8200-700-000-000										144-5915740	202.48
	180273		1.	01-0000-0-5540.00-1130-8200-700-000-000										114-6050174	275.11
	180273		1.	01-0000-0-5540.00-1130-8200-700-000-000										114-6026384	202.48
	180273		1.	01-0000-0-5540.00-1130-8200-700-000-000										114-5940023	275.11

DISTRICT: 064 SHORELINE UNIFIED SCHOOL DIST.
 BATCH: 0038 dd 121917
 FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE	LN	FD	RESC	Y	OBJT	SO	GOAL	FUNC	LOC	ACT	GRP	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
	180320	PO-185021	1.	01-0000-0-5839.00-0000-8200-740-000-000											114-6045142	125.91
	180320		1.	01-0000-0-5839.00-0000-8200-740-000-000											114-5934877	125.91
				WARRANT TOTAL												\$1,207.00
20184168	001625/	US GAMES														
	980552	PO-180475	1.	01-9040-0-4300.00-1110-1010-107-000-000											900636568	2.89
				WARRANT TOTAL												\$2.89
20184169	000354/	VAN BEBBER BROS INC														
	180137	PO-180123	1.	01-7010-0-4300.00-1471-1010-420-000-000											658595	39.51
	180137		1.	01-7010-0-4300.00-1471-1010-420-000-000											658596	14.32
	180137		1.	01-7010-0-4300.00-1471-1010-420-000-000											658594	133.78
	180137		1.	01-7010-0-4300.00-1471-1010-420-000-000											660197	627.69
				WARRANT TOTAL												\$815.30
20184170	004306/	WELLS FARGO VENDOR FIN SERV														
	980623	PO-180533	1.	01-0000-0-5605.00-1110-1010-106-000-000											67468214	168.06
	980623		1.	01-0000-0-5605.00-1110-1010-106-000-000											66879628	168.06
				WARRANT TOTAL												\$336.12
20184171	000441/	WEST SONOMA COUNTY DISPOSAL														
	180291	PO-180239	1.	01-0000-0-5550.00-0000-8200-105-000-000											134372	500.97
				WARRANT TOTAL												\$500.97
*** FUND	TOTALS ***															
				TOTAL NUMBER OF CHECKS: 69												
				TOTAL ACH GENERATED: 0												
				TOTAL EFT GENERATED: 0												
				TOTAL PAYMENTS: 69												
				TOTAL AMOUNT OF CHECKS: \$134,547.10*												
				TOTAL AMOUNT OF ACH: \$.00*												
				TOTAL AMOUNT OF EFT: \$.00*												
				TOTAL AMOUNT: \$134,547.10*												

DISTRICT: 064 SHORELINE UNIFIED SCHOOL DIST.
 BATCH: 0038 dd 121917
 FUND : 13 CAFETERIA FUND

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	AMOUNT
	REQ#	REFERENCE LN	FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP		DESCRIPTION	
20184172	001472/	CDE				
	180050	PO-180073	1. 13-5310-0-4700.00-0000-3700-700-000-000	18	SF-26505	163.80
	180050		1. 13-5310-0-4700.00-0000-3700-700-000-000		SF-26073	111.80
			WARRANT TOTAL			\$275.60
20184173	004349/	HUBERT COMPANY				
	180033	PO-180063	1. 13-5310-0-4300.00-0000-3700-700-000-000	606118		49.38
	180033		1. 13-5310-0-4300.00-0000-3700-700-000-000	606123		75.10
	180033		1. 13-5310-0-4300.00-0000-3700-700-000-000	57546681		68.33
			WARRANT TOTAL			\$192.81
*** FUND	TOTALS ***		TOTAL NUMBER OF CHECKS:	2	TOTAL AMOUNT OF CHECKS:	\$468.41*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*
			TOTAL PAYMENTS:	2	TOTAL AMOUNT:	\$468.41*

DISTRICT: 064 SHORELINE UNIFIED SCHOOL DIST.
 BATCH: 0038 dd 121917
 FUND : 14 DEFERRED MAINTENANCE FUND

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	FD	RESC	Y	OBJT	SO	GOAL	FUNC	LOC	ACT	GRP	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT	
20184174	001481/	LAKESHORE LEARNING MATERIALS														
	180294	PO-180234	1.	14-0000-0-4300.00-0000-8200-107-119-000										1031500817	1,858.55	
															\$1,858.55	
															WARRANT TOTAL	
20184175	071148/	ONEWORK PLACE														
	980587	PO-180501	1.	14-0000-0-4300.00-0000-8200-420-119-000										734269	16,882.10	
															\$16,882.10	
															WARRANT TOTAL	
20184176	004115/	SCHOOL OUTFITTERS														
	180238	PO-180199	1.	14-0000-0-4300.00-0000-8200-107-119-000										INV12377310	2,752.48	
															\$2,752.48	
															WARRANT TOTAL	
20184177	004326/	WORTHINGTON DIRECT														
	980401	PO-180352	1.	14-0000-0-4300.00-0000-8200-420-119-000										INV301188SH0024	4,617.35	
															\$4,617.35	
															WARRANT TOTAL	
*** FUND	TOTALS ***															
															TOTAL NUMBER OF CHECKS:	4
															TOTAL AMOUNT OF CHECKS:	\$26,110.48*
															TOTAL ACH GENERATED:	0
															TOTAL AMOUNT OF ACH:	\$.00*
															TOTAL EFT GENERATED:	0
															TOTAL AMOUNT OF EFT:	\$.00*
															TOTAL PAYMENTS:	4
															TOTAL AMOUNT:	\$26,110.48*
*** BATCH TOTALS ***																
															TOTAL NUMBER OF CHECKS:	75
															TOTAL AMOUNT OF CHECKS:	\$161,125.99*
															TOTAL ACH GENERATED:	0
															TOTAL AMOUNT OF ACH:	\$.00*
															TOTAL EFT GENERATED:	0
															TOTAL AMOUNT OF EFT:	\$.00*
															TOTAL PAYMENTS:	75
															TOTAL AMOUNT:	\$161,125.99*

DISTRICT: 064 SHORELINE UNIFIED SCHOOL DIST.
 BATCH: 0039 dd 122117
 FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE	LN	FD	RESC	Y	OBJT	SO	GOAL	FUNC	LOC	ACT	GRP	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
20184178	000001/	ACCREDITING COMMISSION FOR														
	180218	PO-180266	1.	01	0000	0	5839	00	0000	2700	420	000	000		1003128	970.00
																\$970.00
																WARRANT TOTAL
20184179	070645/	AMERIPRINTS														
	980701	PO-180601	1.	01	0000	0	5821	00	0000	7100	700	000	000		17-826	85.00
																\$85.00
																WARRANT TOTAL
20184180	001649/	APPLE COMPUTER INC														
	980592	PO-180567	1.	01	0000	0	4400	00	1110	1010	700	000	000		4459536045	1,140.54
	980689	PO-180607	1.	01	6500	0	4400	00	5770	1100	420	000	000		4462293494	1,140.54
																\$2,281.08
																WARRANT TOTAL
20184181	070602/	AUS WEST LOCKBOX														
	180310	PO-185012	1.	01	0000	0	5520	00	1110	8200	740	000	000		860051718	202.29
																\$202.29
																WARRANT TOTAL
20184182	004053/	ROSARIO BALLATORE														
	980913	PO-180826	1.	01	4035	0	5200	00	1110	2140	107	000	000		NOV MILEAGE	41.20
																\$41.20
																WARRANT TOTAL
20184183	070336/	BAY ALARM COMPANY														
	180296	PO-185000	1.	01	0000	0	5839	00	0000	8200	740	000	000		14523956	58.97
	180296		1.	01	0000	0	5839	00	0000	8200	740	000	000		14531436	49.25
	180296		1.	01	0000	0	5839	00	0000	8200	740	000	000		14531835	44.68
	180296		1.	01	0000	0	5839	00	0000	8200	740	000	000		14532085	101.86
	180296		1.	01	0000	0	5839	00	0000	8200	740	000	000		14531436	64.75
	980529	PO-185040	1.	01	0000	0	5620	00	0000	8200	105	000	000		14531151	118.20
	980529		1.	01	0000	0	5620	00	0000	8200	105	000	000		1451151	70.36
	980529		3.	01	0000	0	5620	00	0000	8200	106	000	000		14533007	54.96
	980529		3.	01	0000	0	5620	00	0000	8200	106	000	000		14521909	98.50
	980529		4.	01	0000	0	5620	00	0000	8200	107	000	000		14531445	143.53

DISTRICT: 064 SHORELINE UNIFIED SCHOOL DIST.
 BATCH: 0039 dd 122117
 FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	FD	RESC	Y	OBJT	SO	GOAL	FUNC	LOC	ACT	GRP	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
	980529		4.	01-0000-0-5620.00-0000-8200-107-000-000										14523585	99.22
	980529		4.	01-0000-0-5620.00-0000-8200-107-000-000										14521751	96.50
	980529		6.	01-0000-0-5620.00-0000-8200-108-000-000										14526337	105.88
	980529		5.	01-0000-0-5620.00-0000-8200-420-000-000										14526951	123.29
	980529		5.	01-0000-0-5620.00-0000-8200-420-000-000										14521400	166.79
	980529		2.	01-6500-0-5840.00-5770-3600-700-772-000										14533008	72.37
				WARRANT TOTAL											\$1,469.11
20184184	000012/	BODEGA BAY P U D													
	180227	PO-180226	2.	01-0000-0-5535.00-0000-8200-105-000-000										1139	85.82
	180227		2.	01-0000-0-5535.00-0000-8200-105-000-000										1140	119.87
	180227		1.	01-0000-0-5540.00-0000-8200-105-000-000										1140	334.83
				WARRANT TOTAL											\$540.52
20184185	070989/	EVERBANK COMMERCIAL FINANCE													
	980615	PO-180506	1.	01-0000-0-5605.00-1110-1010-107-000-000										20206854	335.58
	980614	PO-180512	1.	01-0000-0-5605.00-1110-1010-107-000-000										20219663	244.92
	980638	PO-180568	1.	01-0000-0-5605.00-1110-1010-107-000-000										20219679	335.58
	980787	PO-185057	1.	01-0000-0-5605.00-0000-7200-700-000-000										20210105	91.21
				WARRANT TOTAL											\$1,007.29
20184186	001431/	FEDEX													
	180237	PO-180251	1.	01-0000-0-5960.00-0000-7200-700-000-000										1498-1523-6	67.82
				WARRANT TOTAL											\$67.82
20184187	004075/	FIRST NATIONAL BANK OMAHA													
	180243	PO-180268	1.	01-0000-0-5970.00-0000-2700-700-000-000										244365743170092438228662	11.60
	180243		1.	01-0000-0-5970.00-0000-2700-700-000-000										244365473370092821498962	11.60
	180243		1.	01-0000-0-5970.00-0000-2700-700-000-000										INTEREST	2.37
				WARRANT TOTAL											\$25.57

DISTRICT: 064 SHORELINE UNIFIED SCHOOL DIST.
 BATCH: 0039 dd 122117
 FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	FD	RESC	Y	OBJT	SO	GOAL	FUNC	LOC	ACT	GRP	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
20184188	071043/	GREENACRE HOMES INC													
	980993	PO-180871	1.	01-3310-0-5840.00-5770-1100-700-759-000										GAH817	2,998.87
	980993		1.	01-3310-0-5840.00-5770-1100-700-759-000										GAH717	1,545.66
	980993		1.	01-3310-0-5840.00-5770-1100-700-759-000										GAH917	4,333.53
	980993		1.	01-3310-0-5840.00-5770-1100-700-759-000										GAH1017	4,463.64
	980993		1.	01-3310-0-5840.00-5770-1100-700-759-000										GAH1117	3,677.28
				WARRANT TOTAL											\$17,018.98
20184189	002474/	HOME DEPOT CREDIT SERVICES													
	180023	PO-180008	1.	01-0000-0-4300.00-0000-8110-107-000-000										2012565	4.93
	180067	PO-180022	1.	01-0000-0-4300.00-0000-8110-105-000-000										2012564	9.47
	180161	PO-180086	1.	01-0000-0-4300.00-0000-8110-420-000-000										6030240	92.09
				WARRANT TOTAL											\$106.49
20184190	070952/	KAISER													
	180327	PO-185028	1.	01-0000-0-5847.00-1110-3600-740-000-000										320900956875	60.00
				WARRANT TOTAL											\$60.00
20184191	004202/	RACHELLE MARTIN													
	980909	PO-180819	1.	01-6500-0-5200.00-5770-1100-107-000-000										AUG-NOV MILEAGE	200.09
				WARRANT TOTAL											\$200.09
20184192	001046/	STEFFAN P O'NEILL													
	980911	PO-180822	1.	01-4035-0-5200.00-1110-2140-107-000-000										CONFERENCE	156.79
				WARRANT TOTAL											\$156.79
20184193	000688/	PAY-BY-PLATE													
	980780	PO-180673	1.	01-9040-0-5819.00-1110-1010-700-000-000										T721733975739	65.50
				WARRANT TOTAL											\$65.50
20184194	004431/	Laurie Schmitt													
	980920	PO-180810	1.	01-9641-0-4300.00-8100-5000-105-324-000										CANDY FUNDRAISER	1,429.25
	980941	PO-180842	1.	01-9641-0-4300.00-8100-5000-105-324-000										CANDY FUNDRAISER	593.90

DISTRICT: 064 SHORELINE UNIFIED SCHOOL DIST.
 BATCH: 0039 dd 122117
 FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	AMOUNT
	REQ#	REFERENCE LN	FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP		DESCRIPTION	
WARRANT TOTAL						\$2,023.15
20184195	003005/	SONOMA COUNTY OFFICE OF ED				
	180266	PO-180212	1. 01-0000-0-5829.00-0000-7100-700-000-000		IN18-01238	575.00
WARRANT TOTAL						\$575.00
20184196	004306/	WELLS FARGO VENDOR FIN SERV				
	980620	PO-180504	1. 01-0000-0-5605.00-0000-7200-700-000-000		67597871	171.04
	980621	PO-180509	1. 01-0000-0-5605.00-1110-1010-420-000-000		67734097	171.04
	980622	PO-180510	1. 01-0000-0-5605.00-1110-1010-107-000-000		67802274	168.06
	980622		1. 01-0000-0-5605.00-1110-1010-107-000-000		67689162	168.06
	980624	PO-180511	1. 01-0000-0-5605.00-1110-1010-105-000-000		67615990	265.18
	980624		1. 01-0000-0-5605.00-1110-1010-105-000-000		67717326	265.18
	980718	PO-180628	1. 01-0000-0-5605.00-1110-1010-106-000-000		6769465	168.06
WARRANT TOTAL						\$1,376.62
*** FUND	TOTALS ***		TOTAL NUMBER OF CHECKS:	19	TOTAL AMOUNT OF CHECKS:	\$28,272.50*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*
			TOTAL PAYMENTS:	19	TOTAL AMOUNT:	\$28,272.50*

DISTRICT: 064 SHORELINE UNIFIED SCHOOL DIST.
 BATCH: 0039 dd 122117
 FUND : 12 CHILD DEVELOPMENT FUND

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE	LN	FD	RESC	Y	OBJT	SO	GOAL	FUNC	LOC	ACT	GRP	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
20184197	000565/	NANCY WOLF														
	980845	PO-180756	1.	12	-6105	-0	-5840	.00	-0001	-1010	-105	-000	-000		BBS PRESCHOOL CONSULTING	\$70.00
															WARRANT TOTAL	\$570.00
*** FUND	TOTALS ***															
															TOTAL NUMBER OF CHECKS:	1
															TOTAL AMOUNT OF CHECKS:	\$570.00*
															TOTAL ACH GENERATED:	0
															TOTAL AMOUNT OF ACH:	\$.00*
															TOTAL EFT GENERATED:	0
															TOTAL AMOUNT OF EFT:	\$.00*
															TOTAL PAYMENTS:	1
															TOTAL AMOUNT:	\$570.00*

DISTRICT: 064 SHORELINE UNIFIED SCHOOL DIST.
 BATCH: 0039 dd 122117
 FUND : 13 CAFETERIA FUND

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	FD	RESC	Y	OBJT	SO	GOAL	FUNC	LOC	ACT	GRP	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
20184198	070570/	MARIN-SONOMA PRODUCE COMPANY													
	180035	PO-180059	1.	13-5310-0-4700.00-0000-3700-700-000-000										767371	303.13
	180035		1.	13-5310-0-4700.00-0000-3700-700-000-000										768561	250.94
	180035		1.	13-5310-0-4700.00-0000-3700-700-000-000										767372	143.76
	180035		1.	13-5310-0-4700.00-0000-3700-700-000-000										768562	103.70
				WARRANT TOTAL											\$801.53
*** FUND	TOTALS ***			TOTAL NUMBER OF CHECKS:	1	TOTAL AMOUNT OF CHECKS:	\$801.53*								
				TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*								
				TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*								
				TOTAL PAYMENTS:	1	TOTAL AMOUNT:	\$801.53*								
*** BATCH TOTALS ***				TOTAL NUMBER OF CHECKS:	21	TOTAL AMOUNT OF CHECKS:	\$29,644.03*								
				TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*								
				TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*								
				TOTAL PAYMENTS:	21	TOTAL AMOUNT:	\$29,644.03*								

DISTRICT: 064 SHORELINE UNIFIED SCHOOL DIST.
 BATCH: 0040 DD 122117
 FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	FD	RESC	Y	OBJT	SO	GOAL	FUNC	LOC	ACT	GRP	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
20184199	071171/	MATTEA AMANDA MASSEY													
	980949	PO-180845	1.	01-9642-0-4300.00-1110-1010-107-144-000										MCF TRAIING LUNCH	51.37
	980950	PO-180846	1.	01-4035-0-5200.00-1110-2140-107-000-000										ART OF COACHING CONF.	875.70
				WARRANT TOTAL											\$927.07
20184200	003393/	AMAZON													
	180151	PO-180175	1.	01-9040-0-4300.00-1110-1010-420-000-000										273121305842	33.61
	180151		1.	01-9040-0-4300.00-1110-1010-420-000-000										001425231525	28.13
	180151		1.	01-9040-0-4300.00-1110-1010-420-000-000										224434492121	36.99
	180151		1.	01-9040-0-4300.00-1110-1010-420-000-000										178582804443	1,520.57
	180151		1.	01-9040-0-4300.00-1110-1010-420-000-000										120454526486	255.99
	180151		1.	01-9040-0-4300.00-1110-1010-420-000-000										076533762323	14.88
	180151		1.	01-9040-0-4300.00-1110-1010-420-000-000										052754429598	225.99
	180151		1.	01-9040-0-4300.00-1110-1010-420-000-000										006953204099	80.26
	180151		1.	01-9040-0-4300.00-1110-1010-420-000-000										235755499172	9.88
	180151		1.	01-9040-0-4300.00-1110-1010-420-000-000										AWLALGECAMDU	28.51
	180151		1.	01-9040-0-4300.00-1110-1010-420-000-000										159235065045	65.23
	180169	PO-180176	1.	01-9641-0-4300.00-1110-2420-420-307-000										091358820107	17.48
	180169		1.	01-9641-0-4300.00-1110-2420-420-307-000										180674171627	33.97
	180169		1.	01-9641-0-4300.00-1110-2420-420-307-000										078468623175	64.01
	180169		1.	01-9641-0-4300.00-1110-2420-420-307-000										265518414166	26.29
	180169		1.	01-9641-0-4300.00-1110-2420-420-307-000										216805764569	42.32
	180169		1.	01-9641-0-4300.00-1110-2420-420-307-000										169002076481	33.88
	180169		1.	01-9641-0-4300.00-1110-2420-420-307-000										091350004187	476.62
	980456	PO-180328	1.	01-9040-0-4300.00-1110-1010-107-000-000										PCHLBDWTDLPD	448.82
	980457	PO-180329	1.	01-6500-0-4300.00-5770-1100-107-000-000										CVDXVMATMNUW	102.96

DISTRICT: 064 SHORELINE UNIFIED SCHOOL DIST.
 BATCH: 0040 DD 122117
 FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	FD	RESC	Y	OBJT	SO	GOAL	FUNC	LOC	ACT	GRP	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
	980458	PO-180336	1.	01-1100-0-4300.00-1110-1010-107-000-000										INYZQZVSRLTE	105.06
	980461	PO-180345	1.	01-6300-0-4200.00-1110-1010-107-000-000										BPPBZWHHNSU	39.64
	980461		1.	01-6300-0-4200.00-1110-1010-107-000-000										288292411647	208.00
	980461		1.	01-6300-0-4200.00-1110-1010-107-000-000										BYEMYPRRFCCZ	90.38
	980674	PO-180582	1.	01-6500-0-4300.00-5770-1100-420-000-000										BSSHZDZAWRY	45.95
	180375	PO-185035	1.	01-1100-0-4300.00-1110-1010-105-000-000										180893711427	47.92
	180375		1.	01-1100-0-4300.00-1110-1010-105-000-000										180895535383	36.56
				WARRANT TOTAL											\$4,084.94
20184201	004053/	ROSARIO BALLATORE													
	980912	PO-180823	1.	01-4035-0-5200.00-1110-2140-107-000-000										PROFIECIENCY WORKSHOP	175.00
				WARRANT TOTAL											\$175.00
20184202	003673/	CHRISTINE BOWMAN													
	980978	PO-180859	1.	01-1100-0-4300.00-0000-2700-420-000-000										MONITOR HOLDER	54.00
				WARRANT TOTAL											\$54.00
20184203	071201/	VANESSA CORRIGAN													
	980976	PO-180862	1.	01-0000-0-5200.00-1110-1010-420-000-000										FIRST AID/CPR/AED	99.00
				WARRANT TOTAL											\$99.00
20184204	070673/	CHRISTOPHER ECKERT													
	980921	PO-180832	1.	01-0000-0-5200.00-1110-1010-108-000-000										SEP-NOV MILEAGE	149.27
				WARRANT TOTAL											\$149.27
20184205	071181/	JENNIFER FRANCES													
	980908	PO-180820	1.	01-1100-0-4300.00-1110-1010-420-000-000										CLASS SUPPLIES & DECOR	311.23
				WARRANT TOTAL											\$311.23
20184206	071188/	VIRGINIA GEOGHEGAN													
	980945	PO-180857	1.	01-0000-0-4300.00-0000-8200-420-000-000										ART SUPPLIES	181.34
				WARRANT TOTAL											\$181.34
20184207	070750/	ADAM JENNINGS													
	980943	PO-180838	1.	01-3010-0-5840.00-8100-5000-420-000-000										MEETING SUPPLIES	39.90

DISTRICT: 064 SHORELINE UNIFIED SCHOOL DIST.
 BATCH: 0040 DD 122117
 FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	FD	RESC	Y	OBJT	SO	GOAL	FUNC	LOC	ACT	GRP	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
	980977	PO-180858	1.	01-4035-0-5200.00-1110-2140-420-000-000										PARKING FOR CONF.	15.00
														WARRANT TOTAL	\$54.90
20184208	071208/	LORENZO LEVINGER													
	980933	PO-180829	1.	01-0000-0-5200.00-1110-1010-106-000-000										NOV MILEAGE	5.35
														WARRANT TOTAL	\$5.35
20184209	002533/	SALLY LIVESAY													
	980961	PO-180850	1.	01-1100-0-4300.00-1110-1010-107-000-000										CLASS SUPPLIES	73.48
														WARRANT TOTAL	\$73.48
20184210	001212/	MICHAEL P MARWEG													
	980948	PO-180844	1.	01-1100-0-4300.00-0000-2700-107-000-000										STUDENT OF THE MONTH PASTERIES	27.00
														WARRANT TOTAL	\$27.00
20184211	070660/	ERIN MONTOYA													
	980930	PO-180830	1.	01-0000-0-5200.00-1110-1010-106-000-000										NOV MILEAGE	85.60
	980930		1.	01-0000-0-5200.00-1110-1010-106-000-000										OCT MILEAGE	80.25
	980930		1.	01-0000-0-5200.00-1110-1010-106-000-000										SEP MILEAGE	96.30
														WARRANT TOTAL	\$262.15
20184212	070015/	JEANNIE MOODY													
	980985	PO-180868	1.	01-0000-0-5200.00-0000-7200-700-000-000										AUG-DEC MILEAGE	267.50
														WARRANT TOTAL	\$267.50
20184213	070038/	LARISSA MORELJ													
	980946	PO-180839	1.	01-0000-0-5200.00-1110-1010-420-000-000										CONF MILEAGE	182.97
	980979	PO-180860	1.	01-4035-0-5200.00-1110-2140-420-000-000										CONF MEALS & MILEAGE	386.50
														WARRANT TOTAL	\$569.47
20184214	071092/	TYLER REYNOLDS													
	980927	PO-180815	1.	01-0000-0-5200.00-1130-4200-420-000-000										COACHING COURSE	50.00
														WARRANT TOTAL	\$50.00
20184215	001498/	CELESTINE M RIGHETTI													
	980907	PO-180821	1.	01-0000-0-5200.00-1110-1010-420-000-000										NOV MILEAGE	82.93

DISTRICT: 064 SHORELINE UNIFIED SCHOOL DIST.
 BATCH: 0040 DD 122117
 FUND : 13 CAFETERIA FUND

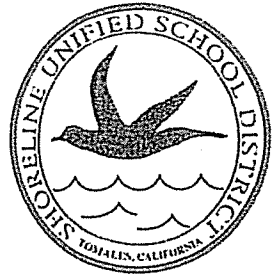
WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE	LN	FD	RESC	Y	OBJT	SO	GOAL	FUNC	LOC	ACT	GRP	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
20184220	003393/	AMAZON														
	180055	PO-180071	1.	13-5310-0-4300.00-0000-3700-700-000-000											142277756294	42.62
															WARRANT TOTAL	\$42.62
20184221	003675/	MEAL TIME														
	980958	PO-180840	1.	13-5310-0-5840.00-0000-3700-700-000-000											31178	6,777.03
															WARRANT TOTAL	\$6,777.03
*** FUND		TOTALS ***														
															TOTAL NUMBER OF CHECKS:	2
															TOTAL AMOUNT OF CHECKS:	\$6,819.65*
															TOTAL ACH GENERATED:	0
															TOTAL AMOUNT OF ACH:	\$.00*
															TOTAL EFT GENERATED:	0
															TOTAL AMOUNT OF EFT:	\$.00*
															TOTAL PAYMENTS:	2
															TOTAL AMOUNT:	\$6,819.65*

DISTRICT: 064 SHORELINE UNIFIED SCHOOL DIST.
 BATCH: 0040 DD 122117
 FUND : 14 DEFERRED MAINTENANCE FUND

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	AMOUNT
	REQ#	REFERENCE LN	FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP		DESCRIPTION	
20184222	070509/	HEIDI ALVES-COSTANZO				
	980919	PO-180816	1. 14-0000-0-4300.00-0000-8200-420-119-000		BOOKSHELF	175.35
			WARRANT TOTAL			\$175.35
*** FUND	TOTALS ***		TOTAL NUMBER OF CHECKS:	1	TOTAL AMOUNT OF CHECKS:	\$175.35*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*
			TOTAL PAYMENTS:	1	TOTAL AMOUNT:	\$175.35*
*** BATCH	TOTALS ***		TOTAL NUMBER OF CHECKS:	24	TOTAL AMOUNT OF CHECKS:	\$14,814.05*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*
			TOTAL PAYMENTS:	24	TOTAL AMOUNT:	\$14,814.05*
*** DISTRICT	TOTALS ***		TOTAL NUMBER OF CHECKS:	153	TOTAL AMOUNT OF CHECKS:	\$235,772.68*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*
			TOTAL PAYMENTS:	153	TOTAL AMOUNT:	\$235,772.68*

SHORELINE UNIFIED SCHOOL DISTRICT

P.O. Box 198 Tomales, California 94971 (707) 878-2266 FAX (707) 878-2554



December 20, 2017

Church of the Assumption
CYO Basketball Program
PO Box 221
Tomales, CA 94971

Dear Church of the Assumption:

The Shoreline Unified School District Board of Trustees accepted your gift of \$500 that you donated to the Tomales Elementary School sports program.

The Board and staff wish to thank you for your generous support.

A vital part of our excellent school program is on-going community support and we are most appreciative.

Cordially,

A handwritten signature in black ink, appearing to read "Bob Raines", written over the word "Cordially,".

Bob Raines
Superintendent

TOMALES ELEMENTARY	BODEGA BAY ELEMENTARY	TOMALES HIGH SCHOOL	WEST MARIN ELEMENTARY	INVERNESS PRIMARY
(707) 878-2214	(707) 875-2724	(707) 878-2286	(415) 663-1014	(415) 669-1018
FAX: 878-2467	FAX: 875-2182	FAX: 878-2787	FAX: 663-8558	FAX: 669-1581

-55- PORTATION
(707) 878-2221

SHORELINE UNIFIED SCHOOL DISTRICT
P.O. BOX 198
TOMALES, CA 94971
707-878-2266

Tax I.D. # 68-0194632

ACCEPTANCE OF GIFTS

Please submit to the District office upon completion. Thank you

Date received:

12/7/17

Gift received by:

Erica Beltran / Secretary

Description of gift:

Donation to TES Sports

Special instructions:

Name/Organization and address of donor to send thank you to:

(If organization or agency, give name of president or administrator)

Church of the Assumption

CYD Basketball Program

P.O. Box 221

Tomales, CA 94971

CHURCH OF THE ASSUMPTION
CYO BASKETBALL PROGRAM
P O BOX 221
TOMALES, CA 94971

1361

11-4288/1210 6310
9219459824

11/30/17

Date

Pay to the Order of Tomales Elementary School | \$ 500.⁰⁰

Five Hundred and ⁰⁰/₁₀₀ Dollars

Photo Safe Deposit™
Details on back



Wells Fargo Bank, N.A.
California
wellsfargo.com

For 2016-17 Season

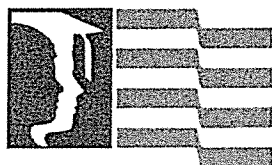
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⑆ 121042882⑆ 9219459824⑆ 0136⑆

NAFIS Spring 2018 Conference

Strategy for Success

Unite - Focus - Engage



NAFIS

Date: March 18-21, 2018

Location:

Hyatt Regency Capitol Hill
400 New Jersey Avenue, NW
Washington, DC 20001
(p)202-737-1234

National Association of Federally Impacted Schools

444 North Capitol St., NW, Suite 419 | Washington, DC 20001 | (p)202-624-5455 |
www.NAFISDC.org

Share
(<http://www.addthis.com/bookmark.php?v=250&username=epl2>)

Welcome

Please join us as the NAFIS Family gathers for the 2018 NAFIS Spring Conference, **Strategy for Success: Unite – Focus – Engage**. The 2018 Spring Conference theme exemplifies the NAFIS Family – uniting our diverse community, focusing on Impact Aid and engaging in advocacy to support students. Our future success is dependent on these three core attributes of the NAFIS Family.

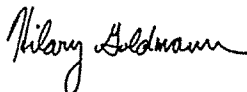
The Spring Conference will be held at an important moment in the legislative cycle, and attendees will be engaged in important advocacy work. We will pro-actively advocate for Impact Aid and infrastructure funding, and fight off efforts to turn Impact Aid into a voucher. To succeed, we will need the entire NAFIS Family **united, focused and engaged**.

President Trump's FY 19 budget request will have been released in February, budget and appropriations committees will be gearing up for FY 19, and Dear Colleague letters will be circulating on the Hill. NAFIS attendees will ask policymakers to demonstrate their support for Impact Aid by adding their signature to the Impact Aid letters. An infrastructure package could be on the docket, and NAFIS members will request an infusion of construction funding for Federally Impacted school districts. Proposals to turn Impact Aid into a voucher continue to be raised. NAFIS attendees will make it known to policy makers that turning Impact Aid into a voucher is a non-starter for the NAFIS Family.

As always, the conference will feature high profile speakers and breakout sessions will focus on topics you can incorporate in your district when you return home. You will receive the latest updates on Impact Aid funding and payments, implementing the new Indian Policies and Procedures regulations, the Electronic Data Count pilot, and have the opportunity to meet with Department of Education staff to ask questions directly to the people who review your application.

Remember, Sunday is School Pride day. We encourage you to show your school pride and wear your school colors, logos, and more.

Sincerely,



Hilary Goldmann
Executive Director

Conference Information

[Program at a Glance \(/ClientFiles/4800/AccountFiles/Documents/Program at a Glance 12-21-17.pdf\)](#)

[How To Schedule a Hill Visit \(/ClientFiles/4800/AccountFiles/Documents/How To Schedule a Hill Visit .pdf\)](#)

Pre-Registration

Registration on this website will be available until March 15, 2018. Pre-registration is the best option to avoid paying the regular conference fee plus an additional on-site registration fee of \$100.00 per-person.

Payments

Registrations on this website can only be paid by credit card.

Tentative NAFIS Spring Conference Program at a Glance

SUNDAY, MARCH 18, 2018

8:30AM – 3:30PM	Registration Area Open
8:30AM – 5:30PM	Internet Café & Social Media Station
9:00AM – 10:30AM	Conference Orientation & The Basics of Impact Aid
10:30AM – 12:00PM	Subgroup Meeting - Federal Lands Impacted Schools Association (FLISA)
10:45AM – 11:30AM	Policy & Advocacy 101
11:30AM – 12:15PM	Subgroup Meeting - Mid-to-Low-LOT Schools (MTLLS)
12:00PM – 12:45PM	Lunch on your own
12:00PM – 12:45PM	State Chair Working Lunch (<i>Invitation Only</i>)
1:00PM – 4:00PM	First General Session
	* Invocation – Amy Castillo-Covert, Sierra Sands USD, Pledge of Allegiance
	* Welcome
	* NAFIS Award Presentation
	* FISEF Video #1 – TBD
	* Subgroup Leaders Panel
	* Break
	* Legislative Update
	* Julie Evans, CEO, Project Tomorrow
	* FISEF Video #2 - TBD
4:15PM – 5:00PM	School Board Members Session
4:15PM - 5:00PM	New to NAFIS Welcome
5:15PM – 6:15PM	Meet and Greet Reception

MONDAY, MARCH 19, 2018

7:45AM – 2:00PM	Registration Area Open
7:45AM – 5:00PM	Internet Café & Social Media Station
7:45AM – 9:45AM	Sub-Group Meeting - Military Impacted Schools Association (MISA)
	Sub-Group Meeting - National Indian Impacted Schools Association (NIISA)
8:30AM – 9:45AM	Sub-Group Meeting - Federal Lands Impacted Schools Association (FLISA)
10:00AM - 11:00AM	Breakout Sessions, Part I -
	Department of Education Topic TBD
	Council for Opportunity in Education – Kim Jones
	National Military Family Association, Eileen Huck
11:15AM – 12:15PM	Breakout Sessions, Part II -
	Department of Education - How to Survive a Field Review
	Head Start ESSA Toolkit
	Best Practices for Engaging Tribal Leaders
12:30PM – 2:00PM	Luncheon
	FISEF Video #3 – TBD
	NAFIS Award Presentation
	Keynote Speaker: The Honorable Joy Hofmeister – OK State Superintendent
	FISEF Video #4 – TBD
2:15PM – 4:30PM	Second General
	FISEF Video #5 – TBD
	TBD

Department of Education Update - Impact Aid Program Office, Marilyn Hall

Closing Remarks by NAFIS President Jim Sarruda

3:00PM – 4:30PM

Department of Education One-on-One Session

4:30PM – 5:30PM

State Meetings (as requested by State Chair)

* AZ * CA * MT * NM * NY * OK * TX * WA

TUESDAY, MARCH 20, 2018

9:00AM – 4:00 PM

Capitol Hill Day - Pre-Scheduled Visits

10:00AM-11:00AM

Hill Briefing

12:00PM – 1:30PM

State Event - Texas Lunch (TAFIS) Tortilla Coast Restaurant

4:00PM – 5:00PM

Hill Day Debrief

7:00PM – 10:00PM

Ending Reception – March Madness

SHORELINE UNIFIED SCHOOL DISTRICT

P.O. Box 198 Tomales, California 94971 (707) 878-2266 FAX: (707) 878-2554



January 8, 2018

Dear Mr. Raines,

I am requesting an extension of my temporary part time leave of absence to be affective through the remainder of the 2017 – 2018 school year. I would like to continue working Mon. – Wed. in the current capacity of thirteen hours Instructional Assistant, and five hours Library Para.

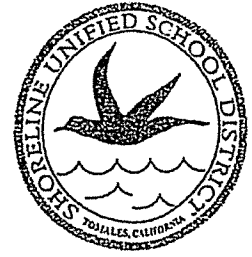
Thank you for considering my request.

Sincerely,
Sally Mazzucchi

BOARD COMMITTEE	MEMBERS	MEETING DAYS/TIMES
FINANCE		
BUDGET AD HOC		
WELLNESS		
FACILITIES		
BOARD POLICY		

SHORELINE UNIFIED SCHOOL DISTRICT

P.O. Box 198 Tomales, California 94971 (707) 878-2266 FAX: (707) 878-2554



Date: November 8th, 2016

To: Bob Raines, Superintendent

From: Bruce Abbott, Chief Business Official

Subject: FCMAT Organizational and Staffing review Business Functions

During 2015-16 the Shoreline Unified School District Board of Trustees determined that given the number of new staff in the district office that a review of the business functions would be helpful. In April 2016, the district entered into an agreement with FCMAT to review the central office business department's organization and staff. Specifically, the study agreement states that FCMAT will complete the following:

1. Conduct an organizational and staffing review of the district's Business Department for all positions. This includes the chief business official, the district clerk, accounting/payroll clerk, and activities and duties of the district secretary that relate to the business office.
2. Evaluate current workflow and distribution of functions in the department, and make recommendations for improved efficiency, if any.
3. Review internal controls, operational processes and procedures for the business department and make recommendations for improved efficiency, if any, in the following areas:
 - Purchasing
 - Accounts Payable
 - Accounts Receivable
 - Payroll
 - Position Control
 - Cash Reconciliation and related journal entries
4. Review job descriptions for all positions, interview staff and make recommendations for staffing improvements

The FCMAT team visited the district on August 8-9, 2016 and produced the attached report. The report's recommendations were organized in the following sections.

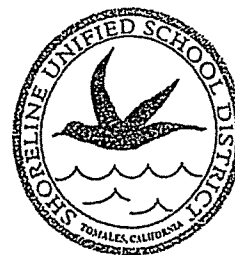
- Control Environment Recommendations
- Risk Assessment Recommendations
- Control Activities Recommendations
- Information and Communication Recommendations
- Monitoring Activities Recommendations

Following are the recommendation and our planed actions.

TOMALES ELEMENTARY (707) 878-2214 FAX: 878-2467	BODEGA BAY ELEMENTARY (707) 875-2724 FAX: 875-2182	TOMALES HIGH SCHOOL SHORELINE HIGH SCHOOL INDEPENDENT STUDY SCHOOL (707) 878-2286 FAX: 878-2787	WEST MARIN ELEMENTARY (415) 663-1014 FAX: 663-8558	INVERNESS PRIMARY (415) 669-1018 FAX: 669-1581 TRANSPORTATION (707) 878-2221
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SHORELINE UNIFIED SCHOOL DISTRICT

P.O. Box 198 Tomales, California 94971 (707) 878-2266 FAX: (707) 878-2554



Control Environment Recommendations

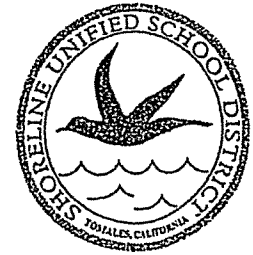
The district should:

1. Create an organizational chart identifying all district office positions and the chain of command.
Response: Desk procedures will be developed for the 3 major positions impacted; the AP desk, the Payroll/Benefits desk and the budget and reporting desk. These procedures will be based on the new processes to be developed with the introduction of an online procurement systems and a position control system.
2. Consider increasing the district secretary and personnel position to a 1.0 FTE with the goal of eliminating overtime for the position.
Response: Two factors drove a majority of this overtime. The district until the 2016-17 school year had a part time superintendent when a full time superintendent was hired. A significant amount of the recent overtime related to this position occurred with the training of the new payroll clerk. With an established desk top manual this amount of effort is not expected in the future.
3. Implement planned abandonment by systematically evaluating tasks to determine whether they are still relevant and essential to the district's core mission.
Response: With the introduction of an online procurement systems and a position control system current processes will be reviewed for need and efficiency.
4. Direct all district office staff to develop a desk manual that includes daily procedures and an outline of all regular duties for their positions.
Response: See answer to Recommendation 1.
5. Assign management to establish directives and guidance to enable all personnel to understand and carry out their responsibilities.
Response: See answer to Recommendation 1.
6. Identify ways to hold individuals accountable for performance of internal control responsibilities throughout the organization.
Response: With the completion of the desk top manuals job descriptions will be reviewed and any needed changes will be recommended. These job descriptions will address expectations on performance.
7. Use technology when available and establish processes to assign responsibility and segregate duties as necessary at all levels within the organization.
Response: With the introduction of an online procurement system and a position control system work flows which will establish responsibilities and segmentation of duties will be reviewed.
8. Establish policies and practices that reflect expectations of knowledge and ability.
Response: See answer to Recommendation 1.

TOMALES ELEMENTARY (707) 878-2214 FAX: 878-2467	BODEGA BAY ELEMENTARY (707) 875-2724 FAX: 875-2182	TOMALES HIGH SCHOOL SHORELINE HIGH SCHOOL INDEPENDENT STUDY SCHOOL (707) 878-2286 FAX: 878-2787	WEST MARIN ELEMENTARY (415) 663-1014 FAX: 663-8558	INVERNESS PRIMARY (415) 669-1018 FAX: 669-1581 TRANSPORTATION (707) 878-2221
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SHORELINE UNIFIED SCHOOL DISTRICT

P.O. Box 198 Tomales, California 94971 (707) 878-2266 FAX: (707) 878-2554



Risk Assessment Recommendations

The district should:

1. Include sufficient detail in the annual budget to identify variances and determine whether financial goals are achieved. Material variances should be investigated proactively to identify any changes that may increase the risk of misstatement.
Response: In 2016-17 a standard set of board financial statements will be developed that will provide the board with sufficient detail to properly identify material variances and show how expenses are mapped and spent per the district LCAP.
2. Train finance personnel to identify and manage risks in financial reporting, including, but not limited to, purchasing, payroll, banking and inventory control.
Response: The desk top manuals will address required steps to ensure risk management in the separate functional areas, AP, Payroll, Benefits, Budgeting, and Reporting.
3. Establish a process to periodically review the system to determine how any changes that have occurred affect the need to manage risk.
Response: Working with our auditor the district will ensure that any changes have an appropriate risk review.

Control Activities Recommendations

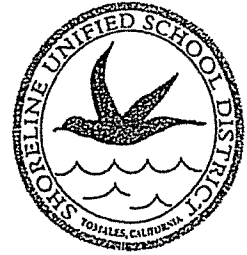
The district should:

1. Fully implement the QCC online purchasing module and QCC position control module.
Response: The district will implement online procurement and position control module starting in 2016-17.
2. Prepare and distribute a purchasing handbook to all staff responsible for any aspect of the purchasing process. The purchasing handbook should explain in detail the district's guideline for purchasing and consequences for staff that circumvent the process.
Response: As part of the implementation of an online procurement system purchasing procedures will be developed. All purchasing policies will also be reviewed and updated as needed.
3. Assign invoicing to the payroll/HR clerk. Receipting, which includes collection of cash receipts (cash, checks, wire transfers, credit cards and electronic deposits), should be assigned to the district, and the district secretary and personnel should deposit cash receipts with the bank. The chief business official should perform bank reconciliations and should not be involved with any other duties.
Response: As part of the development of the desk top manuals all functions will be reviewed for proper controls and efficiencies.

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SHORELINE UNIFIED SCHOOL DISTRICT

P.O. Box 198 Tomales. California 94971 (707) 878-2266 FAX: (707) 878-2554



4. Limit access to the vendor database, and assign the purchasing function to the payroll/HR clerk. The district clerk should process approved invoices for payment. The CBO should review check/warrant registers and approve them prior to processing.

Response: See answer to Recommendations 3. Currently the CBO reviews and approves all AP batches.

5. Periodically compare internal reports to the budget and investigate the variances.

Response: See answer to Risk Assessment Recommendation 1.

Information and Communication Recommendations

The district should:

1. Ensure that all personnel have board approved job descriptions.

Response: See answer to Control Environment Recommendation 6.

2. Require employees to follow district protocol and the authorized chain of command

Response: While this is currently expected improved automation, procedures and documentation will improve controls.

3. Use intranet or internet sites to communicate important information to employees, the governing board and the public.

Response: The district web site will be upgraded in 2016-17. These requirements will be included.

4. Adopt and utilize the most recent version of the California Association of School Business Officials (CASBO) Records Retention Manual.

Response: The CASBO manual has and will continue to be utilized.

Monitoring Activities Recommendations

The district should:

1. During supervision and evaluation of employees, utilize opportunities to make them aware of issues associated with internal controls as they relate to an employee's duties. This provides an opportunity to measure effectiveness of the controls and to communicate expectations.

Response: Internal controls will be imbedded in job descriptions and desk top manuals. These will be discussed during performance assessment and departmental meetings.

2. Investigate employee comments on the accuracy of payroll checks and inquiries from vendors about the accuracy of payments made on invoices.

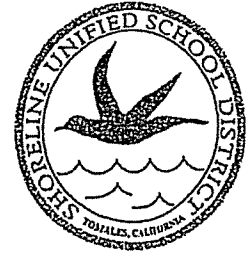
Response: All communications on accuracy of payroll and AP are given highest priority and addressed ASAP.

3. Hold periodic meetings with district office personnel to identify issues affecting the quality and timeliness of the key control activities identified above.

TOMALES ELEMENTARY (707) 878-2214 FAX: 878-2467	BODEGA BAY ELEMENTARY (707) 875-2724 FAX: 875-2182	TOMALES HIGH SCHOOL SHORELINE HIGH SCHOOL INDEPENDENT STUDY SCHOOL (707) 878-2286 FAX: 878-2787	WEST MARIN ELEMENTARY (415) 663-1014 FAX: 663-8558	INVERNESS PRIMARY (415) 669-1018 FAX: 669-1581
				TRANSPORTATION (707) 878-2221

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Response: District now holds monthly meetings of all district office staff. Issues with timeliness and control are discussed as needed.

4. Provide management with access to view reports in the financial system and encourage the review of revenues, expenditures and budget to the final year end. Ensure that no single employee has custody of an asset or process from start to finish.

Response: See answer to Risk Assessment Recommendation 1 for reports. For control of assets and process, the development of desk to manuals will address these areas.

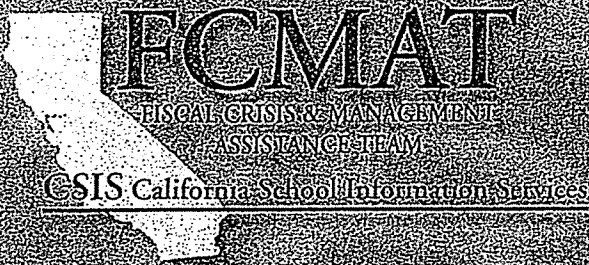
5. Cross-train at least one position for every task performed by personnel in the office.

Response: With the completion of desk top manuals, the basis for ongoing cross training will be established. This will commence in 2017-18.

6. Evaluate whether the district clerk position should be increased to 1.0 FTE to accommodate required cross-training.

Response: With the introduction on new systems and procedures the current workload and staffing will be reviewed. Any needed changes will be brought to the board for review and approval.

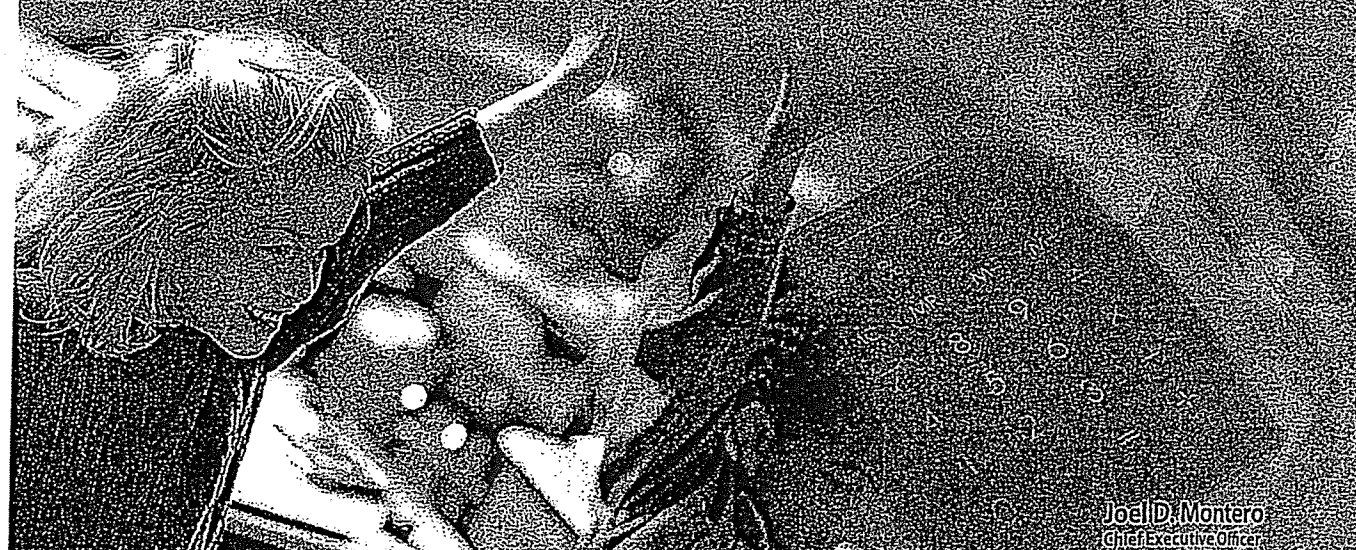
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Shoreline Unified School District

Organization/Staffing Review

October 14, 2016



Joel D. Montero
Chief Executive Officer



FCMAT

FISCAL CRISIS & MANAGEMENT
ASSISTANCE TEAM

CSIS: California School Information Services

October 14, 2016

Bob Raines, Superintendent
Shoreline Unified School District
10 John Street
Tomales, CA 94971

Dear Superintendent Raines:

In April 2016, the district entered into an agreement with FCMAT to review the central office business department's organization and staff. Specifically, the study agreement states that FCMAT will complete the following:

1. Conduct an organizational and staffing review of the district's Business Department for all positions. This includes the chief business official, the district clerk, accounting/payroll clerk, and activities and duties of the district secretary that relate to the business office.
2. Evaluate current workflow and distribution of functions in the department, and make recommendations for improved efficiency, if any.
3. Review internal controls, operational processes and procedures for the business department and make recommendations for improved efficiency, if any, in the following areas:
 - Purchasing
 - Accounts Payable
 - Accounts Receivable
 - Payroll
 - Position Control
 - Cash Reconciliation and related journal entries
4. Review job descriptions for all positions, interview staff and make recommendations for staffing improvements

FCMAT

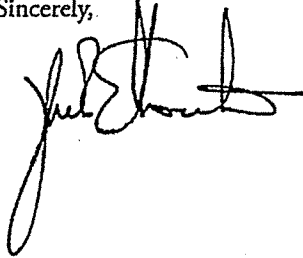
Joel D. Montero, Chief Executive Officer

1300 17th Street - City Centre, Bakersfield, CA 93301-4533 • Telephone 661-636-4611 • Fax 661-636-4647
755 Baywood Drive, 2nd Floor, Petaluma, CA 94954 • Telephone: 707-775-2850 • Fax: 707-636-4647 • www.fcmat.org
Administrative Agent: Christine L. Frazier - Office of Kern County Superintendent of Schools

This report contains the study team's findings and recommendations.

We appreciate the opportunity to serve you and we extend our thanks to all the staff of the Shoreline Unified School District for their cooperation and assistance during fieldwork.

Sincerely,

A handwritten signature in black ink, appearing to read "Joel D. Montero". The signature is fluid and cursive, with a large initial "J" and "M".

Joel D. Montero
Chief Executive Officer

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Monitoring Activities..... 15

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About FCMAT

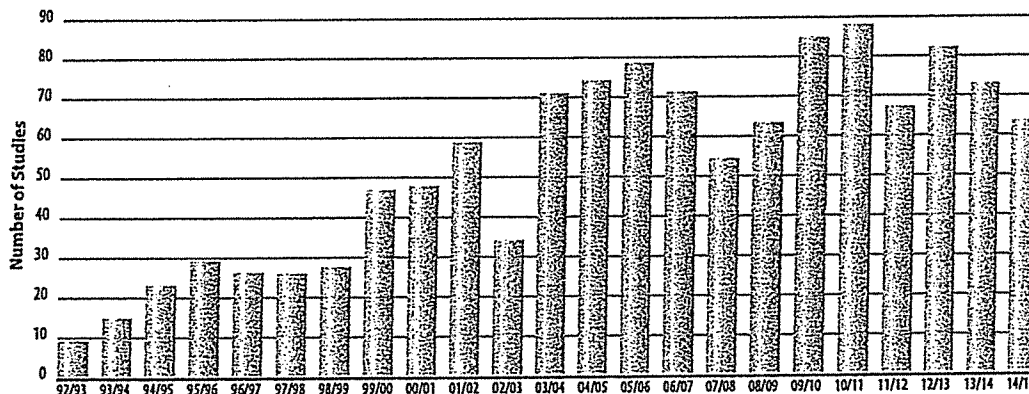
FCMAT's primary mission is to assist California's local K-14 educational agencies to identify, prevent, and resolve financial, human resources and data management challenges. FCMAT provides fiscal and data management assistance, professional development training, product development and other related school business and data services. FCMAT's fiscal and management assistance services are used not just to help avert fiscal crisis, but to promote sound financial practices, support the training and development of chief business officials and help to create efficient organizational operations. FCMAT's data management services are used to help local educational agencies (LEAs) meet state reporting responsibilities, improve data quality, and inform instructional program decisions.

FCMAT may be requested to provide fiscal crisis or management assistance by a school district, charter school, community college, county office of education, the state Superintendent of Public Instruction, or the Legislature.

When a request or assignment is received, FCMAT assembles a study team that works closely with the LEA to define the scope of work, conduct on-site fieldwork and provide a written report with findings and recommendations to help resolve issues, overcome challenges and plan for the future.

FCMAT has continued to make adjustments in the types of support provided based on the changing dynamics of K-14 LEAs and the implementation of major educational reforms.

Studies by Fiscal Year



FCMAT also develops and provides numerous publications, software tools, workshops and professional development opportunities to help LEAs operate more effectively and fulfill their fiscal oversight and data management responsibilities. The California School Information Services (CSIS) division of FCMAT assists the California Department of Education with the implementation of the California Longitudinal Pupil Achievement Data System (CALPADS) and also maintains DataGate, the FCMAT/CSIS software LEAs use for CSIS services. FCMAT was created by Assembly Bill (AB) 1200 in 1992 to assist LEAs to meet and sustain their financial obligations. AB 107 in 1997 charged FCMAT with responsibility for CSIS and its statewide data management work. AB 1115 in 1999 codified CSIS' mission.

AB 1200 is also a statewide plan for county offices of education and school districts to work together locally to improve fiscal procedures and accountability standards. AB 2756 (2004) provides specific responsibilities to FCMAT with regard to districts that have received emergency state loans.

In January 2006, Senate Bill 430 (charter schools) and AB 1366 (community colleges) became law and expanded FCMAT's services to those types of LEAs.

Since 1992, FCMAT has been engaged to perform more than 1,000 reviews for LEAs, including school districts, county offices of education, charter schools and community colleges. The Kern County Superintendent of Schools is the administrative agent for FCMAT. The team is led by Joel D. Montero, Chief Executive Officer, with funding derived through appropriations in the state budget and a modest fee schedule for charges to requesting agencies.

Introduction

Background

The Shoreline Unified School District serves the counties of West Marin and Sonoma, stretching from the towns of Point Reyes Station and Inverness along Tomales Bay north past Bodega Bay to the mouth of the Russian River.

The district serves a total of approximately 500 students and consists of four elementary schools; Bodega Bay School (K-5), Inverness School (K-1), Tomales Elementary School (K-8) and West Marin School (2-8); and one comprehensive high school, Tomales High School. The district geographically encompasses more than 230 square miles, and 80 percent of its students receive transportation services.

Shoreline Unified is a basic aid district, meaning the district's local property taxes exceed the amount it would receive in state aid under the Local Control Funding Formula (LCFF).

Study Guidelines

FCMAT visited the district on August 8 - 9, 2016 to conduct interviews, collect data and review documents. This report is the result of those activities and is divided into the following sections:

- I. Executive Summary
- II. Organizational Structure
- III. Control Environment
- IV. Risk Assessment
- V. Control Activities
- IV. Information and Communication
- V. Monitoring Activities
- VI. Appendix

Study Team

The study team was composed of the following members:

Eric D. Smith, MPA
FCMAT Fiscal Intervention Specialist
Templeton, CA

Leigh Ann Blessing*
Executive Director
Alameda County Office of Education
Hayward, CA

Leonel Martínez
FCMAT Technical Writer
Bakersfield, CA

*As a member of this study team, this consultant was not representing her respective employer but was working solely as an independent contractor for FCMAT.

Executive Summary

FCMAT conducted an organizational and staffing review to provide the governing board and district administration with an independent and external review of its district office to identify areas of redundancy, improper segregation of duties between departments, and inappropriate staffing levels based on industry standards.

The district office lacks an up-to-date organizational chart. This document is necessary to identify the chain of command and the responsibility for functional areas for each staff member. District office job descriptions also lack a consistent format, and in some cases do not exist. Most do not include working conditions, and some do not indicate the position's required knowledge and abilities or essential functions. The best practice is to have current job descriptions that include working conditions, required knowledge and abilities and the job's essential functions.

The district should formally adopt uniform purchasing policies and procedures and implement the online purchasing module contained in the Quintessential School Systems Control Center (QCC) financial system. Similarly, the district should implement QCC's position control module so that the financial system's position control and budget functions are integrated.

The district should adopt and use the most recent edition of the California Association of School Business Officials Records Retention Manual. In doing so, the district should evaluate what can be purged and retained on site, either in paper or electronic format.

The district should segregate the accounts payable function from the purchasing function by reassigning purchasing from the district clerk to the payroll/HR clerk, thus strengthening internal controls. Similarly, the district should distribute the accounts receivable function across three central office employees, by assigning invoicing to the payroll/HR clerk, receipting to the district clerk and deposits to the district secretary and personnel. The chief business official should be responsible for reconciliations.

Findings and Recommendations

Organizational Structure

Many school districts have vertical hierarchical organizational structures where working groups are formed based on the functions performed. This type of structure promotes functional efficiency, but can hinder communication and workflow between other departments. Horizontal hierarchical structures, on the other hand, encourage more collaborative environments with a greater focus on process than specific functions. Smaller school districts use a combination of both structures in which senior managers oversee multiple departments; however, this type of structure necessitates stronger internal control procedures to prevent management from overriding internal controls.

All school district should be staffed according to the basic theories of organizational structure used in other school agencies of similar size and type. The most common of these theories are span of control; chain of command; and line and staff authority.

Span of Control

Span of control refers to the number of subordinates reporting directly to a supervisor. While there is no agreed upon ideal number of subordinates for span of control, the span can be larger at lower levels of an organization than at higher levels since subordinates at lower levels typically perform more routine duties, and therefore can be more effectively supervised.

Chain of Command

Chain of command refers to the flow of authority within an organization. Chain of command is characterized by two guiding principles. The first is unity of command, where a subordinate is only accountable to one supervisor. The second is the scalar principle, where subordinates at every level within the organization follow the chain of command and only communicate through their immediate supervisor. As a result, a hierarchical division of labor is established in the organization.

Line and Staff Authority

The organizational structure of local school agencies reflects both line and staff authority. Line authority is the relationship between supervisors and subordinates, and refers to the direct line in the chain of command. For example, the district superintendent has direct line authority over the chief business officer and the chief business officer has direct line authority over the business office and so on. Conversely, staff authority is advisory in nature. Staff personnel do not have the authority to make and implement policy decisions. Rather, they act in support roles to line personnel.

A schools district's organizational structure establishes the framework and the delegation of specific responsibilities and duties for all staff members. The district's district office is staffed with one full-time equivalent (FTE) chief business official (CBO), a .75 FTE district clerk, a 1.0 FTE payroll/HR clerk and a .75 FTE district secretary and personnel.

FCMAT's review found that the district office lacks an up-to-date organizational chart. An organizational chart is important because it shows the structure and the relationship of all positions. This document is also necessary to identify the chain of command and the responsibility for functional areas for each staff member.

The district has a history of decreasing the number of district office staff to point where they can no longer carry out essential school business operations. Although the district has tried to compensate for the loss of full-time equivalents by trying to reassign tasks from one FTE to another, this practice becomes counterproductive at some point. For example, the .75 district secretary and personnel has worked an average of 324 hours of overtime for the last six years, at a cost of roughly \$14,000 per year. Since the position is already entitled to full health and welfare benefits, it would be more cost-effective to reclassify the position to a 1.0 FTE rather than continuing to pay the related overtime.

The district also would greatly benefit from implementing the management principle espoused by Peter Drucker and known as planned abandonment, which involves systematically evaluating tasks to determine whether they are still relevant. This would allow the department to comprehensively assess its functions and determine whether any can be replaced by new initiatives that are priorities. Any organization or department has a limit to what it can manage. Unless the department's resources increase, it should use planned abandonment to increase organizational capacity.

Internal Controls

Internal controls are the processes that create checks and balances to safeguard assets and are a benefit in all areas of the district office. When a system of internal controls is set up using segregation of duties, no one person has complete responsibility or knowledge of an operation from initiation to reconciliation. This is a benefit for many reasons as it can help detect errors, omissions or duplications. The effectiveness of internal controls is affected by the availability and quality of information used to monitor the organization's operations, the effects of the social environment on employees, and the policies and procedures that guide the organization. Internal controls provide an opportunity to monitor and measure an organization's assets and resources and help protect those assets from misappropriation, abuse, or fraud.

Internal controls should be set up in all educational agencies to accomplish the following:

1. Help identify and correct inefficient processes.
2. Comply with state and federal regulations.
3. Prevent management from overriding internal controls.
4. Assure the governing board that the internal control system is sound.
5. Educate employees on the utilization and expectations of proper internal controls.

Internal control has five components that work together:

- Control environment
- Risk assessment
- Control activities
- Information and communication
- Monitoring activities

The methods implemented to address the components of internal control must be scaled to accommodate an organization's staffing, structure, programs and resources. The objectives of the five components are described below along with recommendations for implementation.

Control Environment

The control environment is the structures, processes and standards that are set to provide a basis for carrying out the internal control process. It includes the management and governance functions and the tone, awareness and actions of senior management. Expectations are set here and can flow throughout all levels of the organization. The strength of the internal control environment is influenced by many factors including organizational values and history, management philosophy and operating style, organizational structure or configuration, assignment of authority and responsibility and employee expertise and proficiency.

During its review, FCMAT found that district office staff has no desk manuals for any of its positions. Desk manuals should be created that include step-by-step procedures for all business-related job duties. This will designate each position's responsibilities to ensure that internal control procedures are followed. The desk manuals create consistency of application and are extremely helpful for training of new staff and performing duties as a backup. In addition, they help preserve institutional knowledge and document and monitor segregation of duties. Desk manuals also provide guidance to personnel to understand and carry out their responsibilities and to identify ways to hold individuals accountable for performance of internal control responsibilities throughout the organization. The district should also update the 4000s series of board policies to reflect the knowledge and abilities required of district staff placed in positions with internal control responsibilities.

Lastly, the district should use technology when available to assign responsibility and segregate duties as necessary at all levels within the organization. This can be done through the use of the district's financial reporting system.

Recommendations

The district should:

1. Create an organizational chart identifying all district office positions and the chain of command.
2. Consider increasing the district secretary and personnel position to a 1.0 FTE with the goal of eliminating overtime for the position.
3. Implement planned abandonment by systematically evaluating tasks to determine whether they are still relevant and essential to the district's core mission.
4. Direct all district office staff to develop a desk manual that includes daily procedures and an outline of all regular duties for their positions.
5. Assign management to establish directives and guidance to enable all personnel to understand and carry out their responsibilities.
6. Identify ways to hold individuals accountable for performance of internal control responsibilities throughout the organization.
7. Use technology when available and establish processes to assign responsibility and segregate duties as necessary at all levels within the organization.
8. Establish policies and practices that reflect expectations of knowledge and ability.

Risk Assessment

Risk assessment identifies and analyzes the risks that the organization will not achieve its objective of accurate financial information. This may include errors, violation of district policy, fraud or noncompliance. Risk assessment is an ongoing process of identification and analysis.

Many areas in the district office operations are vulnerable to risk. Weaknesses in segregation of duties in banking, purchasing, payroll, budgeting and inventory present greater risk to district office operations.

Recommendations

The district should:

1. Include sufficient detail in the annual budget to identify variances and determine whether financial goals are achieved. Material variances should be investigated proactively to identify any changes that may increase the risk of misstatement.
2. Train finance personnel to identify and manage risks in financial reporting, including, but not limited to, purchasing, payroll, banking and inventory control.
3. Establish a process to periodically review the system to determine how any changes that have occurred affect the need to manage risk.

Control Activities

Control activities are the policies and procedures that help ensure that management directives are carried out in the organization. Some common control activities include performance reviews, authorization, physical controls and segregation of duties.

The district has not fully implemented the online purchasing module included in the QCC financial system. The district clerk keeps track of the purchase orders in a three-ring binder, and the approval process is a manual one that is not integrated with the financial system. Using the financial system for purchasing would allow for greater visibility of the process throughout the district, greater efficiencies, and an integrated authorization process. The district has discussed this feature and is considering its implementation.

No formal purchasing policies or guidelines have been implemented, and evidence indicates that sound purchasing practices are circumvented. In one instance, FCMAT identified several confirming requisitions that were received after the district's purchasing cutoff date. In another, evidence suggests a site principal had district materials and equipment delivered to his private residence.

The purchasing and accounts payable function, and those of the accounts receivable function, are not segregated. The district clerk can set up a vendor, create a purchase order and pay an invoice against the purchase order. Assignments should be reviewed to ensure a proper segregation of duties exists, and that checks and balance are in place to protect the district and its assets. Although the district clerk creates purchase orders based on approved manual requisitions, the potential for the clerk to both create and pay against a purchase order exists. This internal control weakness will be eliminated when the district implements the QCC online purchasing system and specific approval paths for purchase orders are established in the financial system.

The QCC financial system also has a position control component that is not utilized. The chief business official (CBO) manages board-authorized positions using a set of Excel spreadsheets. Keeping these spreadsheets up to date is time consuming, and the risk of human error greatly increases. In addition, these documents are not integrated with the payroll or budget system, so keeping all three up to date can be difficult.

A single position control system that is used by budget, payroll and personnel services staff would eliminate duplication of work and make budget development and monitoring more effective and accurate. Sufficient training and use of the QCC position control module would also eliminate the need for spreadsheets and make available more timely information for the district and its program managers.

Budgets are not static. Projected revenues, expenditures and ending balances change during the year for various reasons, such as modifications in state and federal funding, changes in staffing, and unanticipated operating expenses. Maintaining a budget that accurately reflects the district's current financial condition is essential because it enables a district to take appropriate actions to ensure program quality and fiscal stability throughout the fiscal year. This includes periodically compare internal reports to the budget and investigate the variances.

Because the district lacks an integrated financial system and therefore timely financial information, the CBO must determine any necessary adjustments to revenue and expenditures and communicate these adjustments to the board in a timely manner so that budget transfer and/or revisions can be approved and entered into the accounting system.

Recommendations

The district should:

1. Fully implement the QCC online purchasing module and QCC position control module.
2. Prepare and distribute a purchasing handbook to all staff responsible for any aspect of the purchasing process. The purchasing handbook should explain in detail the district's guideline for purchasing and consequences for staff that circumvent the process.
3. Assign invoicing to the payroll/HR clerk. Receipting, which includes collection of cash receipts (cash, checks, wire transfers, credit cards and electronic deposits), should be assigned to the district clerk, and the district secretary and personnel should deposit cash receipts with the bank. The chief business official should perform bank reconciliations and should not be involved with any other duties.
4. Limit access to the vendor database, and assign the purchasing function to the payroll/HR clerk. The district clerk should process approved invoices for payment. The CBO should review check/warrant registers and approve them prior to processing.
5. Periodically compare internal reports to the budget and investigate the variances.

Information and Communication

Management obtains or creates and uses relevant information from internal and external sources to support the functioning of other internal-control components. Communication is the process of continually obtaining, providing and sharing information. Internal communication should be disseminated throughout the organization through the chain of command, flowing up, down and across all levels. In this way, management can communicate the importance of internal controls. Internal communication can be carried out through group meetings, face to face dialogue or through the use of technology, such as the use of intranet sites or emails. External communication enables relevant external information to be brought into the organization and provides information to external parties in response to requests or requirements.

The district office lacks an up-to-date organizational chart. This document is necessary to identify the chain of command and the responsibility for functional areas for each staff member. An up to date organizational also reinforces the principle of unity of command where employees are only directed and evaluated by a single supervisor.

The district office job descriptions lack a consistent format, and in some cases do not exist. Most do not include working conditions, and some do not indicate the position's required knowledge and abilities or essential functions. The best practice is to have current job descriptions that include working conditions, required knowledge and abilities and the job's essential functions.

During FCMAT fieldwork, staff members regularly duplicated and filed most district office information. The district office is not required to keep records of all transactions. The district should adopt and use the most recent edition of the California Association of School Business Officials Records Retention Manual. In doing so, the district should evaluate what can be purged and retained on site, either in paper or electronic format.

Recommendations

The district should:

1. Ensure that all personnel have board approved job descriptions.
2. Require employees to follow district protocol and the authorized chain of command.
3. Use intranet or internet sites to communicate important information to employees, the governing board and the public.
4. Adopt and utilize the most recent version of the California Association of School Business Officials (CASBO) Records Retention Manual.

Monitoring Activities

Monitoring involves evaluating the effectiveness of controls on an ongoing basis and making adjustments or corrections when necessary.

Most people in an organization are responsible for internal control in some capacity because almost everyone either produces information used by the internal control system or is responsible for taking actions to implement internal controls. School administrators, governing board members and auditors have additional responsibility to ensure an organization's internal controls are effective.

As the organization's leader and chief executive, the superintendent sets the organizational tone influencing all activities and decisions and developing the internal control mindset of its employees.

The CBO is responsible for integrating all five internal control components in the district's administrative system. The administrative team provides leadership and direction to managers and provides feedback on their internal control decisions. Managers are responsible for assigning specific internal control policies and procedures, control activities and monitoring to appropriate personnel.

The governing board works as a group to provide governance, guidance and oversight. Individual board members enhance the control environment when they are inquisitive, free from bias, informed and conduct themselves in an ethical manner.

Independent auditors determine if the controls used are properly designed and implemented and work effectively. They also make recommendations for improvement; however, this should never be the only method of monitoring internal controls.

To enhance the district's ability to effectively implement the five components of internal control, the following basic concepts should be used:

Staff cross-training – More than one employee should be able to perform each job. Staff members should be required to use accrued vacation time and another staff member should be able to perform those duties. Inadequate cross-training is often a problem regardless of the size of the organization.

Segregation of Duties – Adequate internal accounting procedures must be implemented. No single employee should have custody of an asset such as cash and maintain the records for the transactions. There should be no process where a single employee handles a process from start to finish.

Several changes in the district office personnel demonstrate the need to document processes and procedures and to cross-train staff. Cross training in a very small district can be difficult; however at least one additional employee should be trained for each position so that the district will have adequate coverage in the event of an illness, vacation or resignation. This will allow the district to continue operations without interruption.

An effective internal control system provides for the management of significant risk and monitoring the reliability and integrity of the financial system.

Recommendations

The district should:

1. During supervision and evaluation of employees, utilize opportunities to make them aware of issues associated with internal controls as they relate to an employee's duties. This provides an opportunity to measure effectiveness of the controls and to communicate expectations.
2. Investigate employee comments on the accuracy of payroll checks and inquiries from vendors about the accuracy of payments made on invoices.
3. Hold periodic meetings with district office personnel to identify issues affecting the quality and timeliness of the key control activities identified above.
4. Provide management with access to view reports in the financial system and encourage the review of revenues, expenditures and budget to the final year end. Ensure that no single employee has custody of an asset or process from start to finish.
5. Cross-train at least one position for every task performed by personnel in the office.
6. Evaluate whether the district clerk position should be increased to 1.0 FTE to accommodate required cross-training.

Appendix

A. Study Agreement

Appendix A – Study Agreement

FCMAT

FISCAL CRISIS & MANAGEMENT
ASSISTANCE TEAM

CSIS California School Information Services

FISCAL CRISIS & MANAGEMENT ASSISTANCE TEAM STUDY AGREEMENT March 9, 2016

The Fiscal Crisis and Management Assistance Team (FCMAT), hereinafter referred to as the team, and the Shoreline Unified School District, hereinafter referred to as the district, mutually agree as follows:

1. BASIS OF AGREEMENT

The team provides a variety of services to local education agencies (LEAs). The district has requested that the team assign professionals to study specific aspects of the district's operations. These professionals may include staff of the team, county offices of education, the California State Department of Education, school districts, or private contractors. All work shall be performed in accordance with the terms and conditions of this agreement.

In keeping with the provisions of Assembly Bill 1200, the county superintendent will be notified of this agreement between the district and FCMAT and will receive a copy of the final report. The final report will also be published on the FCMAT website.

2. SCOPE OF THE WORK

A. Scope and Objectives of the Study

1. Conduct an organizational and staffing review of the district's Business Department for all positions. This includes the chief business official, the district clerk, accounting/payroll clerk, and activities and duties of the district secretary that relate to the business office.
2. Evaluate current work flow and distribution of functions in the department, and make recommendations for improved efficiency, if any.

3. Review internal controls, operational processes and procedures for the business department and make recommendations for improved efficiency, if any, in the following areas:
 - Purchasing
 - Accounts Payable
 - Accounts Receivable
 - Payroll
 - Position Control
 - Cash Reconciliation and related journal entries
4. Review job descriptions for all positions, interview staff, and make recommendations for staffing improvements or reductions, if any.

B. Services and Products to be Provided

1. Orientation Meeting - The team will conduct an orientation session at the district to brief district management and supervisory personnel on the team's procedures and the purpose and schedule of the study.
2. On-site Review - The team will conduct an on-site review at the district office and at school sites if necessary.
3. Exit Meeting - The team will hold an exit meeting at the conclusion of the on-site review to inform the district of significant findings and recommendations to that point.
4. Exit Letter – Approximately 10 days after the exit meeting, the team will issue an exit letter briefly memorializing the topics discussed in the exit meeting.
5. Draft Report - Electronic copies of a preliminary draft report will be delivered to the district's administration for review and comment.
6. Final Report - Electronic copies of the final report will be delivered to the district's administration and to the county superintendent following completion of the review. Printed copies are available from FCMAT upon request.
7. Follow-Up Support – If requested by the district within six to 12 months after completion of the study, FCMAT will return to the district at no cost to assess the district's progress in implementing the recommendations included in the report. Progress in implementing the recommendations will be documented to the district in a FCMAT management letter. FCMAT will work with the district on a mutually convenient time to return for follow-up support that is no sooner than eight months and no longer than 18 months after completion of the study.

3. PROJECT PERSONNEL

The study team will be supervised by Michael H. Fine, Chief Administrative Officer, Fiscal Crisis and Management Assistance Team, Kern County Superintendent of Schools Office. The study team may also include:

- | | |
|----------------------------|-------------------------|
| <i>A. To be determined</i> | <i>FCMAT Staff</i> |
| <i>B. To be determined</i> | <i>FCMAT Consultant</i> |

4. PROJECT COSTS

The cost for studies requested pursuant to Education Code (EC) 42127.8(d)(1) shall be as follows:

- A. \$500 per day for each staff member while on site, conducting fieldwork at other locations, presenting reports, and participating in meetings. The cost of independent FCMAT consultants will be billed at their actual daily rate for all work performed.
- B. All out-of-pocket expenses, including travel, meals and lodging.
- C. The district will be invoiced at actual costs, with 50% of the estimated cost due following the completion of the on-site review and the remaining amount due upon the district's acceptance of the final report.

Based on the elements noted in section 2A, the total cost of the study will not exceed \$8,900.

- D. Any change to the scope will affect the estimate of total cost.

Payments for FCMAT's services are payable to Kern County Superintendent of Schools - Administrative Agent.

5. RESPONSIBILITIES OF THE DISTRICT

- A. The district will provide office and conference room space during on-site reviews.

- B. The district will provide the following if requested:
1. Policies, regulations and prior reports that address the study scope.
 2. Current or proposed organizational charts.
 3. Current and two prior years' audit reports.
 4. Any documents requested on a supplemental list. Documents requested on the supplemental list should be provided to FCMAT only in electronic format; if only hard copies are available, they should be scanned by the district and sent to FCMAT in electronic format.
 5. Documents should be provided in advance of field work; any delay in the receipt of the requested documents may affect the start date and/or completion date of the project. Upon approval of the signed study agreement, access will be provided to FCMAT's online SharePoint document repository, where the district will upload all requested documents.
- C. The district's administration will review a preliminary draft copy of the report resulting from the study. Any comments regarding the accuracy of the data presented in the report or the practicability of the recommendations will be reviewed with the team prior to completion of the final report.

Pursuant to EC 45125.1(c), representatives of FCMAT will have limited contact with pupils. The district shall take appropriate steps to comply with EC 45125.1(c).

6. **PROJECT SCHEDULE**

The following schedule outlines the planned completion dates for different phases of the study and will be established upon the receipt of a signed study agreement:

Orientation:	to be determined
Staff Interviews:	to be determined
Exit Meeting:	to be determined
Draft Report Submitted:	to be determined
Final Report Submitted:	to be determined
Board Presentation:	to be determined, if requested
Follow-Up Support:	if requested

7. **COMMENCEMENT, TERMINATION AND COMPLETION OF WORK**

FCMAT will begin work as soon as it has assembled an available and appropriate study team consisting of FCMAT staff and independent consultants, taking into consideration other jobs FCMAT has previously undertaken and assignments from the state. The team will work expeditiously to complete its work and deliver its report, subject to the cooperation of the district and any other parties from which, in the team's judgment, it must obtain information. Once the team has completed its fieldwork, it will proceed to prepare a preliminary draft report and a final report. Prior to completion of field work, the district may terminate its request for service and will be responsible for all costs incurred by FCMAT to the date of termination under Section 4 (Project Costs). If the district does not provide written notice of termination prior to completion of fieldwork, the team will complete its work and deliver its report and the district will be responsible for the full costs. The district understands and agrees that FCMAT is a state agency and all FCMAT reports are published on the FCMAT website and made available to interested parties in state government. In the absence of extraordinary circumstances, FCMAT will not withhold preparation, publication and distribution of a report once fieldwork has been completed, and the district shall not request that it do so.

8. **INDEPENDENT CONTRACTOR**

FCMAT is an independent contractor and is not an employee or engaged in any manner with the district. The manner in which FCMAT's services are rendered shall be within its sole control and discretion. FCMAT representatives are not authorized to speak for, represent, or obligate the district in any manner without prior express written authorization from an officer of the district.

9. **INSURANCE**

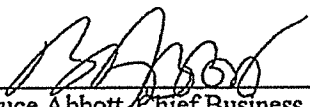
During the term of this agreement, FCMAT shall maintain liability insurance of not less than \$1 million unless otherwise agreed upon in writing by the district, automobile liability insurance in the amount required under California state law, and workers compensation as required under California state law. FCMAT shall provide certificates of insurance, with additional insured endorsements, indicating applicable insurance coverages upon request.

10. **HOLD HARMLESS**

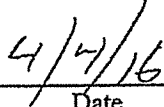
FCMAT shall hold the district, its board, officers, agents and employees harmless from all suits, claims and liabilities resulting from negligent acts or omissions of its board, officers, agents and employees undertaken under this agreement. Conversely, the district shall hold FCMAT, its board, officers, agents and employees harmless from all suits, claims and liabilities resulting from negligent acts or omissions of its board, officers, agents and employees undertaken under this agreement.

11. CONTACT PERSON


Name: Bruce Abbott, Chief Business Officer
Telephone: 707-878-2266
Fax: 707-878-2554
E-mail: bruce.abbott@shorelineunified.org



Bruce Abbott, Chief Business Officer
Shoreline Unified School District



Date



Michael H. Fine,
Chief Administrative Officer
Fiscal Crisis and Management Assistance Team

March 9, 2016
Date